

Lost Payment Refund Application

Date: 10 June 2024

Place: New York, USA

To,
The Accounts Manager
ABC Corporation Ltd.
123, Main Street
New York, NY 10001

Subject: Application for Lost Payment Refund

Respected Sir/Madam,

I am writing to formally request a refund for a payment that appears to have been lost. As per our records, I made a payment of \$2,500 on 28 May 2024 through online transfer towards Invoice No. 5748. However, the payment has not been acknowledged, and it does not reflect in your account as confirmed by your accounting team.

I have attached the transaction slip and all relevant documents with this application for your reference. I kindly request you to initiate the process for refund at the earliest and update me with the status.

Your prompt assistance in resolving this matter will be highly appreciated. If any further information is required, I am available at the contact details mentioned below.

Thank you for your attention to this matter.

Yours faithfully,

John Doe
Employee, Sales Department
Email: johndoe@email.com
Contact: +1-234-567-8901

- Attach all supporting documents such as transaction slip, email correspondence, and invoice copy.
- Specify clear payment details: date, amount, mode, and reference numbers.
- Mention contact information for quick follow up.
- Keep a copy of the application and submitted documents for your records.
- Follow up with the concerned authority if there is no response within a reasonable timeframe.