[Sender Name]
[Title]
[Company Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Title]
[Company Name]
[Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR REIMBURSEMENT OF ERRONEOUS SETTLEMENT FUNDS

Dear [Recipient Name],

This letter serves as a formal demand for the immediate reimbursement of funds erroneously transferred to [Recipient Company Name] in connection with the settlement agreement dated [Date of Agreement] regarding [Case Reference/Matter Name].

Upon a recent internal audit, it was discovered that an overpayment in the amount of $[Amount] was issued on [Date of Payment] via [Method of Payment, e.g., Wire Transfer/Check No.]. This payment exceeded the agreed-upon settlement figure of $[Correct Amount] due to [Briefly State Reason, e.g., clerical error / duplicate processing].

As these funds were distributed in error and do not represent the legal obligations defined in our agreement, we request that the sum of $[Amount to be Returned] be returned to [Sender Company Name] no later than [Deadline Date, e.g., 5-10 business days].

Please remit the funds using the following instructions:

- **Bank Name:** [Bank Name]
- **Account Name:** [Account Name]
- **Account Number:** [Number]
- **Routing Number:** [Number]
- **Reference:** Erroneous Payment Refund - [Case ID]

Failure to return the funds by the aforementioned date may result in further legal action to recover the assets, including interest and associated legal fees. We trust that this matter can be resolved amicably and promptly.

Please confirm receipt of this letter and provide notification once the transfer has been initiated.

Sincerely,

[Signature]

[Sender Name]
[Title]