

[Your Company Letterhead]

[Date]

[Client Name]

[Client Address Line 1]

[Client Address Line 2]

[City, State, ZIP Code]

Subject: Refund of Duplicate Payment

Dear [Client Name],

We hope this letter finds you well. We are writing to acknowledge receipt of your recent payment regarding invoice number [Invoice Number] dated [Invoice Date].

Upon reviewing our records, we noticed that a duplicate payment for the aforementioned invoice was received on [Date(s) of Payments]. We sincerely appreciate your promptness in settling your account; however, it appears an overpayment has been made in the amount of [Overpaid Amount].

To resolve this, we would like to offer you the following options:

- We can issue a refund for the overpaid amount directly to your original payment method.
- If you prefer, we can apply the excess amount as a credit toward your next invoice or outstanding balance.

Please let us know your preferred method of adjustment by contacting us at [Contact Information] or by replying to this letter. Upon receiving your instructions, we will process the refund or credit within [Timeframe, e.g., 5-7 business days].

We apologize for any inconvenience this may have caused and thank you for your attention to this matter. Maintaining transparent and accurate financial practices is our priority, and we value your continued trust in our services.

If you have any questions or need further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]