

## Sample Adjustment Letter for Overpayment Received

[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Date]

[Recipient's Name]  
[Recipient's Company Name, if applicable]  
[Recipient's Address]  
[City, State, ZIP Code]

Subject: Notification of Overpayment and Adjustment

Dear [Recipient's Name],

We are writing to inform you that a recent review of your account with us identified an overpayment in the amount of \$[Amount] on invoice number [Invoice Number], dated [Invoice Date].

This overpayment was received on [Date Payment Received]. After careful reconciliation of your account, it appears that this amount exceeds the outstanding balance due.

To rectify this, you have the following options:

- Apply the overpaid amount as a credit toward your next invoice.
- Request a refund for the overpaid amount. Please provide your preferred method for receiving the refund.

Kindly respond to this letter by [Reply Deadline] with your preferred course of action. If we do not hear from you by this date, the overpaid amount will automatically be credited to your account for future transactions.

We value your business and appreciate your prompt attention to this matter. Please let us know if you have any questions or need further clarification.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]  
[Your Company Name]