

Sample Adjustment Letter for Incorrect Payment to Vendor

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

Subject: **Adjustment of Incorrect Payment**

We are writing to bring to your attention a payment discrepancy recently identified in our records regarding Invoice No. [Invoice Number], dated [Invoice Date].

Upon review, we discovered that an incorrect payment amount of **[Incorrect Amount]** was processed and remitted to your account on [Payment Date] instead of the correct amount of **[Correct Amount]**. We sincerely apologize for this oversight and any inconvenience it may have caused.

To rectify this error, we have taken the following corrective actions:

- A supplementary payment of **[Outstanding Amount]** has been initiated and will be credited to your account within **[Timeframe]**.
- If the payment exceeded the invoice amount, kindly let us know your preferred method for returning the overpaid funds, or we can adjust the excess against your future invoices as per your preference.

We value our business relationship and are committed to maintaining transparent and accurate financial transactions. Please let us know if you require any further documentation or if additional steps are necessary on our part.

We apologize once again for the inconvenience and appreciate your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]