

Adjustment Letter for Refunding Overpaid Amount

Date: [Insert Date]

To,
[Customer/Client Name]
[Customer/Client Address]
[City, State, ZIP Code]
[Email Address]

Subject: Refund of Overpaid Amount

Dear [Customer/Client Name],

We would like to thank you for your recent payment regarding Invoice No. [Insert Invoice Number] dated [Insert Invoice Date].

Upon reviewing your payment records, we have noticed that a total payment of [Insert Total Payment Amount] was received. However, the actual amount due for the said invoice was [Insert Due Amount], resulting in an overpayment of [Insert Overpaid Amount].

The overpayment might have occurred due to [briefly state reason if known, e.g., duplication of payment, typographical error, etc.]. We sincerely apologize for any inconvenience this may have caused.

We have initiated a refund for the overpaid amount of [Insert Overpaid Amount]. The refund will be processed through [insert payment method, e.g., bank transfer, original payment method] and should be completed within [insert expected timeframe, e.g., 5-7 business days]. A confirmation of the refund transaction will be sent to your email once it is completed.

Please find the summary below for your reference:

Description	Amount
Original Invoice Amount	[Insert Due Amount]
Total Amount Paid	[Insert Total Payment Amount]
Overpaid Amount to be Refunded	[Insert Overpaid Amount]

Should you have any questions or require further assistance, please feel free to contact us at [Insert Contact Number/Email].

We appreciate your understanding and support. Thank you for your continued association with us.

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