

Adjustment Letter Sample for Accidental Double Payment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to inform you of an accounting error that recently came to our attention regarding Invoice #[Invoice Number], dated [Invoice Date]. Due to an oversight on our part, a duplicate payment was inadvertently issued for the same invoice.

Please accept our apologies for this mistake. Upon reviewing our payment records, we noticed that payments were processed on [Date of First Payment] and [Date of Second Payment], resulting in an accidental overpayment.

To rectify this error, we kindly request that the excess payment of [Amount Overpaid] be either refunded to our account or credited toward our future invoices, depending on your preference and internal policies. Please let us know how you would like to proceed, and do not hesitate to contact us if you require any additional information or documentation to facilitate the adjustment.

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding and cooperation. Our team is taking immediate steps to ensure that such errors do not occur in the future.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]