

[Your Company Letterhead]

[Date]
[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]

Subject: Adjustment Letter for Duplicate Payment Correction

Dear [Recipient Name],

We hope this letter finds you well. We are writing to formally notify you regarding a duplicate payment made in connection with Invoice # [Invoice Number], dated [Invoice Date], for the amount of [Amount]. Upon reconciliation of our accounts, it was discovered that payment for the aforementioned invoice was inadvertently processed twice on [Date of First Payment] and [Date of Duplicate Payment], respectively.

The transaction details are as follows:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Original Payment Amount: [Amount]
- Date of First Payment: [Date of First Payment]
Reference Number: [Reference Number 1]
- Date of Duplicate Payment: [Date of Duplicate Payment]
Reference Number: [Reference Number 2]

We kindly request your assistance in refunding the excess payment of [Amount], or alternatively, applying the surplus amount as a credit toward future invoices. Please inform us of your preferred resolution method so that we can update our records accordingly and ensure a seamless transaction process moving forward.

Please find attached copies of both payment confirmations for your review. Should you need any additional information or clarification, feel free to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter and for your continued cooperation.

Sincerely,
[Your Name]
[Your Title/Position]
[Company/Organization Name]
[Phone Number]
[Email Address]