

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position, if applicable]

[Recipient Company Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, ZIP Code]

Subject: Formal Adjustment Letter for Duplicate Invoice Payment

Dear [Recipient Name],

We are writing to formally acknowledge a duplicate payment received from your organization concerning Invoice Number [Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount].

Upon review of our records, we noticed that the payment for this invoice was made twice on [First Payment Date] (Transaction ID: [First Transaction ID]) and [Second Payment Date] (Transaction ID: [Second Transaction ID]), resulting in a duplicate payment of [Invoice Amount]. We sincerely apologize for any inconvenience or confusion this may have caused.

To promptly resolve this matter, we have taken the following action(s):

- **Refund:** The duplicate amount of [Invoice Amount] has been refunded to your account via [Refund Method] on [Refund Date]. The refund confirmation number is [Refund Confirmation Number].

Please find attached documentation supporting the above transaction(s) for your records.

We appreciate your prompt attention to this matter and thank you for your cooperation. Should you have any questions or require further clarification, please feel free to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]