

# Adjustment Notification for Overpaid Amount

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to inform you regarding an overpayment that has been identified in your account with us. After a thorough review, we discovered that an extra amount of [insert amount] was paid on [insert date].

To rectify this situation, we will be adjusting your account accordingly. The adjustment will be reflected on your next statement. If you wish to receive a refund instead, please let us know, and we will process it promptly.

We apologize for any confusion this may have caused and appreciate your understanding in this matter.

Should you have any questions or need further assistance, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]