

Letter of Appreciation for Invoice Overpayment

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We would like to take a moment to express our sincere appreciation for your recent overpayment on Invoice #[Invoice Number] dated [Invoice Date]. Your prompt payments and attention to detail are greatly valued.

Your overpayment of [Amount] has been noted, and we would like to assure you that we are processing a refund at your earliest convenience. Please allow [number of days] for the refund to be reflected in your account.

Thank you for your continued trust and partnership. If you have any questions or need further assistance, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]