

# Confirmation of Overpayment Received

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm that we have received an overpayment of [amount] on your account, which was processed on [date of payment].

This overpayment has been applied to your account balance and will be refunded via [method of refund, e.g., bank transfer, check] within [time frame].

If you have any questions regarding this matter, please do not hesitate to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]