

Invoice Overpayment Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We would like to confirm that we have received your payment for Invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing our records, we found that an overpayment of [Amount] has been made.

This overpayment will be credited towards your future invoices. Alternatively, if you would prefer a refund, please let us know, and we will process it at the earliest convenience.

Thank you for your prompt attention to this matter. Should you have any further queries, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]