

Invoice Overpayment Notice

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to bring to your attention that an overpayment has been identified on your recent invoice [Invoice Number] dated [Invoice Date]. Upon review, it appears that the total amount paid exceeds the amount due by [Amount Overpaid].

Please see the details below:

- Invoice Amount: [Original Amount]
- Amount Paid: [Amount Paid]
- Overpayment: [Amount Overpaid]

We would like to resolve this matter promptly and would appreciate your guidance on how you would like us to proceed. We can issue a refund or apply the overpayment to your next invoice.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]