

Official Acknowledgment of Payment Surplus

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge receipt of your recent payment, dated [Insert Payment Date], in the amount of [Insert Amount]. Upon reviewing our records, we have identified a surplus of [Insert Surplus Amount] associated with this transaction.

We appreciate your prompt payment and attention to this matter. The surplus will be applied to your account, and you may choose to [insert options: request a refund, apply it toward future invoices, etc.].

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]