

Overpayment Receipt

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Address: [Insert Recipient Address]

City, State, Zip: [Insert City, State, Zip]

Subject: Receipt of Overpayment for Billing Statement

Dear [Recipient Name],

We are writing to confirm that we have received an overpayment on your account. Below are the details of the transaction:

Invoice Number	Payment Date	Amount Paid	Overpayment Amount
[Insert Invoice Number]	[Insert Payment Date]	[Insert Amount Paid]	[Insert Overpayment Amount]

Your current account balance reflects this overpayment, and you may apply the surplus towards future invoices or request a refund. Please contact us if you wish to discuss this matter further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]