

Payment Excess Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to acknowledge the receipt of an excess payment of [Amount] made on [Payment Date]. This payment exceeds the originally invoiced amount of [Original Amount] for [Invoice Number/Service/Product].

We appreciate your promptness in settling your account. Please let us know how you would like to proceed regarding the excess amount. Options include applying it to your next invoice or issuing a refund.

Thank you for your attention to this matter. Should you have any questions or need further assistance, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company]