

Invoice Payment Overage Response

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Email: [Recipient's Email]

Dear [Recipient's Name],

Thank you for your recent payment for Invoice #[Invoice Number]. We appreciate your promptness in settling this matter.

Upon reviewing the payment records, we have noted that the amount received exceeds the total amount due by [Insert Amount]. We wish to confirm whether this payment overage was intentional and if you would like us to proceed with applying the excess amount towards your next invoice or if you prefer a refund.

Please respond at your earliest convenience so we can proceed accordingly.

Thank you for your attention to this matter. We look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]