

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [MM/DD/YYYY]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Duplicate Payment Notice

Dear [Recipient's Name],

We are writing to inform you that our records indicate a duplicate payment for invoice number [Invoice Number] dated [Invoice Date]. The payments were received on [Payment Date 1] and [Payment Date 2], resulting in an overpayment of [Amount].

We apologize for any inconvenience this may have caused. Please let us know how you would like to proceed regarding the refund of the overpaid amount.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]