

Overpayment Adjustment Letter

Date:

To:

Address:

Dear ,

We are writing to inform you that a recent review of your account has revealed an overpayment in the amount of . After careful consideration, we have determined that this overpayment occurred on .

The overpaid amount will be adjusted in your next account statement. Please review your account details and let us know if you have any questions or concerns regarding this adjustment.

If you wish to discuss this matter further, feel free to contact us at .

Sincerely,