

# Cancellation of Overpayment Collection

Date:

To Whom It May Concern,

This letter serves as official notice of the cancellation of overpayment collection previously initiated for the following individual:

- Employee Name:
- Employee ID:
- Department:
- Overpayment Period:
- Amount: \$

After careful review, it has been determined that the overpayment collection is no longer required. Please ensure that all collection actions related to the above case are ceased effective immediately.

If you have any questions, please contact the HR department.

Sincerely,

*(Name)*

*(Designation)*

*(Department)*