

# Forgiveness of Excess Payment Recovery

Dear [Recipient Name],

We have identified an excess payment made to you in the amount of [Amount]. After careful review and consideration, we are pleased to inform you that the recovery of this excess payment has been officially forgiven. You are not required to return the aforementioned sum.

This decision has been made in good faith and in accordance with our organizational policies. No further action is necessary on your part regarding this matter.

Should you have any questions or require additional information, please feel free to contact our office.

Sincerely,  
[Your Name]  
[Your Position/Department]  
[Your Contact Information]

Recipient Name:

Excess Payment Amount:

Additional Comments: