Credit Memo for Overpayment

Subject: Credit Memo for Overpayment â€“ Invoice #[Invoice Number]

Dear [Customer Name],

We have identified an overpayment on your account for Invoice #[Invoice Number]. A credit memo in the amount of [Amount] has been created to reflect this adjustment.

This credit can be applied to your next purchase or refunded upon request. Please confirm receipt of this memo.

Thank you for your prompt attention.

Best regards,

[Your Name]

[Company Name]

Get more templates here: https://www.lettersandtemplates.com/letters/credit-memo-letter