

Overpayment Alert Message

Subject: Overpayment Alert - Action Required

Hi [Recipient],

Quick heads up - we've identified an overpayment on invoice #[Invoice Number].

Details:

Invoice Amount: \$[Correct Amount]

Payment Sent: \$[Amount Paid]

Overpayment: \$[Excess Amount]

Please advise how you'd like to handle the \$[Excess Amount] overpayment:

- Apply to future invoices
- Issue refund
- Hold as credit

Let me know your preference and we'll process accordingly.

Thanks!

[Your Name]

[Contact Info]

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