

Template Letter | Recovery of a Potential Overpayment

[Your Company]
[Department]
[Street, Number]
[ZIP Code, City]

[Supplier / Contact Person]
Accounts Receivable Department
[Street, Number]
[ZIP Code, City]

Subject: Request for Review of a Potential Overpayment

[City], [Date]

Dear Sir or Madam,

During an internal reconciliation within our Accounts Payable department, we identified a potential overpayment. We kindly ask you to review the matter and confirm whether you share the assessment outlined below.

Based on our current information, the case concerns the following details:

Your invoice number	[please insert]
Invoice date	[please insert]
Date(s) of our payment(s)	[please insert]
Total amount of our payment(s)	[please insert]

Please provide your feedback no later than [DD.MM.YYYY – e.g. two weeks after dispatch]. Should you assess the matter differently or require supporting documentation, please inform us within this period. If we do not receive any differing response by then, we will assume that the matter is correct as presented and that the amount may either be offset against open items or refunded accordingly.

Should you have any questions or wish to coordinate the next steps, please do not hesitate to contact us.

Thank you in advance for your cooperation.

Kind regards,
[Name]
[Position]
[Company]