

Notice of Credit to Account

This package contains:

1. Instructions & Checklist for Notice of Credit to Account
2. Notice of Credit to Account

Instructions & Checklist for Notice of Credit to Account

- This package contains (1) Instructions & Checklist for Notice of Credit to Account; and (2) Notice of Credit to Account;
- This form is designed to assist you in drafting a Notice of Credit to Account letter due to an overpayment.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- Sometimes these sample letters includes additional instructions and example wording which is indicated by being italicized and in brackets and looks like [*this is the sample text*]. This text in brackets need to be reworded and tailored for your particular situation and the example wording needs to be deleted.
- Since it is impossible to create sample letters that suit every particular situation, we tried to make these samples more universal. Feel free to change wording and to add or delete text to tailor it to your particular circumstances.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Company Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

May 31, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

We have received your check in the amount of \$[Amount] as payment for Invoice [Invoice Number]. Please note that you were only supposed to pay \$[Amount], and therefore overpaid \$[Amount]. *[Optional add reason why customer might have overpaid. Otherwise remove i.e. It appears that you did not apply the 5% discount for paying the invoice within 10 days.]*

We have issued a credit of \$[Amount] to your account for the overpayment. This credit will be reflected in your next invoice/statement.

Should you have any questions or if I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Title if any or delete if none]