[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

Thank you for making the payment. We are glad that you keep up with your payments timely. You would be glad to know that we have reduced some of our prices, but we forgot invoicing this reduction. Due to this reduction, the payment we received from you is over to the invoice amount. We have credited this amount to your account and can be used against your future purchases. I have attached your updated statement which will show this amount in your account.

Alternatively, we can send you a check for this amount. Please email us back should you like a refund.

Sincerely,

[Your Name]

[Title]

Enclosure