

Billing Adjustment Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a recent adjustment made to your billing account.

Account Number: [Account Number]

Adjustment Amount: \$[Adjustment Amount]

Description of Adjustment: [Description]

This adjustment will be reflected in your next billing statement, which will be sent to you on [Date]. If you have any questions regarding this adjustment, please do not hesitate to contact our billing department at [Contact Information].

Thank you for your continued patronage.

Sincerely,

[Your Company Name]

[Your Company Address]

[Contact Information]