

# Order Adjustment Verification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to confirm the adjustment made to your recent order number [Order Number].

The following changes have been processed:

- Original Item: [Original Item Description]
- Adjusted Item: [Adjusted Item Description]
- Adjustment Reason: [Reason for Adjustment]
- New Total: [New Order Total]

If you have any questions or concerns regarding this adjustment, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]