

Account Adjustment Confirmation

Date: [Insert Date]

Account Holder: [Account Holder's Name]

Account Number: [Account Number]

Dear [Account Holder's Name],

We are writing to confirm the adjustment made to your account as discussed. Below are the details of the adjustment:

- **Adjustment Type:** [Type of Adjustment]
- **Adjustment Amount:** [Amount]
- **Date of Adjustment:** [Date]
- **Description:** [Brief Description of the Adjustment]

If you have any questions or require further assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]