

# Order Adjustment Request

Date: [Insert Date]

To: [Supplier/Company Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Supplier/Company Name],

I hope this message finds you well. I am writing to request an adjustment to my recent order placed on [Order Date] with order number [Order Number].

Upon reviewing the order details, I noticed that [specific reason for adjustment, e.g., incorrect item, quantity change, etc.]. I would like to request the following adjustments:

- [Adjustment Detail 1]
- [Adjustment Detail 2]
- [Adjustment Detail 3]

I appreciate your attention to this matter and request a quick resolution. Please let me know if you need any further information or clarification.

Thank you for your prompt assistance.

Best regards,

[Your Name]