

# Payment Adjustment Notification

Date: [Insert Date]

Dear [Recipient's Name],

This letter serves to inform you of a recent adjustment made to your payment account.

Details of the adjustment are as follows:

- **Account Number:** [Insert Account Number]
- **Previous Amount Due:** [Insert Previous Amount]
- **New Amount Due:** [Insert New Amount]
- **Effective Date:** [Insert Effective Date]
- **Reason for Adjustment:** [Insert Reason]

Please review your account and let us know if you have any questions or concerns regarding this adjustment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]