

Dear [Recipient's Name],

We are writing to inform you about the recent adjustments made to your account. Please review the details below:

Account Number: [Account Number]

Adjustment Date: [Adjustment Date]

Adjustment Amount: [Adjustment Amount]

Description: [Adjustment Description]

Please verify that the above information is accurate and let us know if you have any discrepancies or questions.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]