

Billing Adjustment Acceptance Confirmation

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are writing to confirm the acceptance of your billing adjustment request regarding invoice #[Invoice Number]. After reviewing your request, we have made the necessary adjustments.

The following changes have been applied:

- Original Amount: [Original Amount]
- Adjusted Amount: [Adjusted Amount]
- Adjustment Reason: [Reason for Adjustment]

We appreciate your understanding and thank you for your continued partnership. If you have any further questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]