

# Billing Adjustment Approval Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company's Name]

Subject: Approval of Billing Adjustment

Dear [Recipient's Name],

We are writing to inform you that your request for a billing adjustment has been reviewed and approved. The details of the adjustment are as follows:

- Account Number: [Insert Account Number]
- Adjustment Amount: [Insert Adjustment Amount]
- Effective Date: [Insert Effective Date]
- Description: [Insert Brief Description of Adjustment]

Please feel free to reach out if you have any questions or require further assistance regarding this adjustment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]