

Billing Adjustment Endorsement Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of a billing adjustment that has been made to your account with us. After reviewing your recent billing statements, we noticed an error in your charges for the period of [insert dates].

As a result of this review, we have adjusted your current balance and applied a credit of [insert amount] to your account. This adjustment is reflected in your latest statement, which is attached for your reference.

We apologize for any confusion or inconvenience this may have caused and appreciate your understanding as we rectify the situation.

If you have any further questions or concerns regarding this adjustment, please do not hesitate to contact us at [insert contact information].

Thank you for your continued patronage.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]