

Billing Adjustment Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a recent adjustment to your billing statement.

Account Number: [Account Number]

Adjustment Details:

- Original Amount: \$[Original Amount]
- Adjustment Amount: \$[Adjustment Amount]
- New Total Amount Due: \$[New Total Amount]

This adjustment has been made due to [reason for adjustment]. We appreciate your understanding and apologize for any inconvenience this may cause.

If you have any questions regarding this adjustment, please do not hesitate to contact our billing department at [Contact Information].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]