

Billing Adjustment Notification

Date: [Insert Date]

Dear [Customer's Name],

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

Account Number: [Insert Account Number]

Adjustment Details:

- Original Amount: [Insert Original Amount]
- Adjustment Amount: [Insert Adjustment Amount]
- New Total Amount Due: [Insert New Total Amount]

This adjustment was due to [insert reason for adjustment, e.g., billing error, promotion applied, etc.]. We apologize for any inconvenience this may have caused.

If you have any questions regarding this adjustment or your account, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Contact Information]