

Telecom Billing Adjustment Notification

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about a recent adjustment made to your billing statement for the period of [Insert Billing Period].

After our routine review, we identified an error in your previous invoice that has now been corrected. The adjustment includes:

- Adjustment Description: [Description]
- Original Amount: [Original Amount]
- Adjusted Amount: [Adjusted Amount]

Your new balance as of [Insert Date] is [New Balance]. We appreciate your understanding and apologize for any inconvenience this may have caused.

If you have any questions regarding this adjustment, please do not hesitate to contact our customer service at [Customer Service Phone Number] or via email at [Customer Service Email].

Thank you for your continued support.

Sincerely,

[Your Company Name]

[Your Company Contact Information]