

Telecommunications Credit Adjustment Alert

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a credit adjustment made to your account due to [reason for adjustment].

Details of the adjustment are as follows:

- Account Number: [Insert Account Number]
- Original Charge: [Insert Original Charge]
- Adjusted Amount: [Insert Adjusted Amount]
- Adjustment Date: [Insert Adjustment Date]

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

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Contact Information]