

Shipping Invoice Adjustment Notice

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to inform you that an adjustment has been made to your recent shipping invoice [Invoice Number] dated [Original Invoice Date]. The adjustment is due to [brief explanation of the reason for the adjustment, e.g., shipping error, billing mistake, etc.].

The details of the adjustment are as follows:

- Original Amount: \$[Original Amount]
- Adjusted Amount: \$[Adjusted Amount]
- Adjustment Reason: [Specific Reason]
- Date of Adjustment: [Adjustment Date]

We apologize for any inconvenience this may have caused and appreciate your understanding in this matter. If you have any further questions or require additional information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]