

Premium Payment Adjustment Statement

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an adjustment made to your premium payment associated with your policy number: [Policy Number].

Adjustment Details

- **Original Premium Amount:** \$[Original Amount]
- **Adjusted Premium Amount:** \$[Adjusted Amount]
- **Adjustment Date:** [Date]
- **Reason for Adjustment:** [Reason]

If you have any questions regarding this adjustment or need further clarification, please feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]