

Account Adjustment Notification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an adjustment made to your account with [Your Company]. This adjustment has been implemented as a result of [brief description of reason for adjustment].

The details of the adjustment are as follows:

- Account Number: [Account Number]
- Adjustment Amount: [Adjustment Amount]
- Date of Adjustment: [Date]
- Description: [Description of Adjustment]

If you have any questions or require further clarification regarding this adjustment, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]