

Invoice Adjustment Notification

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you about an adjustment made to your recent invoice, **Invoice Number:** [Invoice Number], dated [Invoice Date].

Adjustment Details:

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

Please update your records accordingly. Should you have any queries or require further clarification regarding this adjustment, feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Date]