

Invoice Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to Invoice #[Invoice Number], dated [Invoice Date], due to [reason for adjustment, e.g., incorrect amount, double billing, etc.].

Details of the invoice:

- Invoice Number: [Invoice Number]
- Invoice Amount: [Original Amount]
- Requested Adjustment Amount: [New Amount]
- Description of Adjustment: [Description]

I have attached supporting documents for your reference. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]