

Invoice Adjustment Request Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a request for adjustment regarding invoice #[Invoice Number], dated [Invoice Date].

We have identified a discrepancy in the invoice that requires rectification. The details of the adjustment are as follows:

- **Original Amount:** \$[Original Amount]
- **Adjusted Amount:** \$[Adjusted Amount]
- **Reason for Adjustment:** [Brief Description]

We kindly request your attention to this matter and would appreciate your confirmation of the adjustment by [Response Due Date]. If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Date]