

Invoice Adjustment Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to acknowledge receipt of your request for an invoice adjustment concerning Invoice #[Invoice Number], dated [Invoice Date]. We appreciate your bringing this matter to our attention.

After reviewing the details, we have processed your request and made the necessary adjustments to the invoice. The new total amount due is [New Amount], and the amended invoice has been attached for your records.

If you have any further questions or need additional assistance, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]