

Invoice Adjustment Confirmation

Dear [Recipient's Name],

We are writing to confirm the adjustments made to your recent invoice [#Invoice Number] dated [Invoice Date].

The following changes have been applied:

- Original Charge: [Original Charge]
- Adjustment Description: [Description of Adjustment]
- New Charge: [New Charge]

We appreciate your prompt attention to this matter. If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]