

# Invoice Adjustment Approval

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the approval of the invoice adjustment related to the service agreement dated [Insert Date of Agreement].

Details of the adjustment are as follows:

- Original Invoice Number: [Insert Original Invoice Number]
- Adjusted Amount: [Insert Adjusted Amount]
- Reason for Adjustment: [Insert Reason]

We appreciate your cooperation in this matter. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this adjustment.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]