

Invoice Adjustment Confirmation

Dear [Recipient's Name],

We hope this message finds you well. We are writing to confirm the adjustment made to invoice #[Invoice Number] as per our recent discussions regarding the budget review.

The following changes have been made:

- **Adjustment Description:** [Description of Adjustment]
- **Original Amount:** [Original Amount]
- **Adjusted Amount:** [Adjusted Amount]

Please review the updated invoice attached to this email. Should you have any questions or require further clarification, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]