

Invoice Adjustment Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to your recent invoice, #[Invoice Number], dated [Invoice Date]. As a token of our appreciation for your continued loyalty, we are pleased to apply a loyalty discount to your invoice.

Original Invoice Amount: \$[Original Amount]

Loyalty Discount: \$[Discount Amount]

Adjusted Invoice Amount: \$[Adjusted Amount]

The discount has been applied to your account and will reflect in your payment statement. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for being a valued customer. We look forward to serving you again in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Contact Information]