

Billing Adjustment Notice

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an adjustment made to your billing statement dated [Original Billing Date].

Due to [reason for adjustment], we have made the following changes:

- Original Amount: \$[Original Amount]
- Adjusted Amount: \$[Adjusted Amount]
- Adjustment Details: [Details of the adjustment]

Your new balance as of [Current Date] is \$[New Balance].

If you have any questions or concerns regarding this adjustment, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and continued support.

Sincerely,

[Your Company's Name]

[Your Company's Contact Information]