

Penalty Adjustment Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of an adjustment to your penalty notice issued on [Insert Date of Original Notice]. After a thorough review of your case, we have determined that your circumstances warrant a reconsideration of the penalty imposed.

As a result of our findings, the adjusted penalty amount is now [Insert New Penalty Amount]. Please note that this adjustment reflects [Brief Reason for Adjustment].

We kindly ask you to make the payment by [Insert Payment Due Date] to avoid any further penalties. For your convenience, payment can be made through [Insert Payment Methods].

If you have any questions or require further clarification regarding this adjustment, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]