

# Payment Adjustment Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to notify you of an adjustment to your recent payment.

Details of the adjustment are as follows:

- **Original Amount:** [Original Amount]
- **Adjusted Amount:** [Adjusted Amount]
- **Adjustment Reason:** [Reason for Adjustment]

We value your partnership and are committed to providing you with exceptional service. If you have any questions regarding this adjustment, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]