

Invoice Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount].

Upon reviewing the invoice, I noticed [briefly explain the reason for the adjustment, e.g., discrepancies, errors, or any relevant details]. I believe that an adjustment is necessary to accurately reflect [explain what the correct amount or terms should be].

I kindly ask you to review the attached documentation that supports this request. Please let me know if you need any further information or clarification.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]