

Vendor Account Adjustment Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to inform you of a recent adjustment made to your vendor account record with us.

Adjustment Details:

- **Adjustment Date:** [Insert Date]
- **Account Number:** [Insert Account Number]
- **Adjustment Amount:** [Insert Amount]
- **Reason for Adjustment:** [Insert Reason]

We appreciate your cooperation in this matter and value your partnership. 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 attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]