

Supplier Billing Adjustment Explanation

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to address a recent adjustment made to our billing regarding invoice #[Insert Invoice Number] dated [Insert Invoice Date].

Upon reviewing our records, we identified discrepancies in the billing amount. After careful analysis, we determined that an adjustment was necessary due to [explain the reason for the adjustment, e.g., incorrect pricing, duplicate billing, etc.].

The adjusted amount is [Insert Adjusted Amount], reflecting a change of [Insert Change Amount]. Enclosed with this letter are the supporting documents for your review.

We appreciate your understanding in this matter and look forward to continuing our partnership. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]