

Royalty Payment Adjustment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the royalty payments for [specify the period or product]. After reviewing the records, I have identified discrepancies that I believe warrant a revision.

Details of the discrepancies are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I kindly ask for your cooperation in reviewing these discrepancies and adjusting the royalty payments accordingly. Please let me know if further documentation or information is required to facilitate this process.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]