

# Formal Request for Invoice Adjustment

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[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], which was issued for [describe the service or product].

Upon reviewing the invoice, I noticed that [explain the reason for the adjustment request, e.g., discrepancies, overcharges, etc.]. Supporting documentation is attached for your reference.

Therefore, I kindly request that the necessary adjustments be made to reflect the correct amount. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]