

Billing Adjustment Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are reaching out to inform you about an important update regarding your account with us, specifically related to seasonal billing adjustments for past due balances.

As of [Insert Cut-off Date], our records indicate that your account shows a past due balance of \$[Insert Amount]. In consideration of the seasonal nature of our services, we are pleased to inform you that we are applying a one-time adjustment of \$[Insert Adjustment Amount] to your past due balance.

This adjustment will be reflected on your next billing statement, providing you with a total balance of \$[Insert New Balance]. We encourage you to take advantage of this adjustment and settle your balance by [Insert Due Date].

If you have any questions regarding this adjustment or your account, please do not hesitate to contact our billing department at [Insert Contact Information].

Thank you for your continued support and patronage.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Contact Information]