

Multi-Unit Billing Adjustment Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of an adjustment to your billing for the multi-unit property located at [Property Address]. After a thorough review of your account, we have identified discrepancies that necessitate an adjustment.

Details of Adjustment:

- **Billing Period:** [Insert Billing Period]
- **Original Amount:** \$[Insert Original Amount]
- **Adjusted Amount:** \$[Insert Adjusted Amount]
- **Adjustment Reason:** [Insert Reason for Adjustment]

Please take a moment to review this adjustment. If you have any questions or require further clarification, do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]