

Payment Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an adjustment made to your recent payment. After a thorough review, we have determined that your payment of [Original Amount] has been adjusted to [Adjusted Amount]. The details of this adjustment are as follows:

Adjustment Details:

- Original Payment Date: [Insert Date]
- Adjustment Reason: [Brief Description]
- New Payment Amount: [Adjusted Amount]
- Effective Date of Adjustment: [Insert Date]

If you have any questions or require further assistance regarding this adjustment, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]