

# Account Adjustment Advisory

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Subject: Account Adjustment Notification

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an adjustment made to your account as of [Insert Date of Adjustment]. After a thorough review, we identified discrepancies that required rectification to ensure the accuracy of your account records.

Details of the Adjustment:

- Account Number: [Insert Account Number]
- Previous Balance: [Insert Previous Balance]
- Adjustment Amount: [Insert Adjustment Amount]
- New Balance: [Insert New Balance]

If you have any questions regarding this adjustment, please do not hesitate to contact us at [Insert Contact Information]. We appreciate your attention to this matter and thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]