

Financial Adjustment Notification

Date: [Insert Date]

To: [Department Head's Name]

Department: [Department Name]

Dear [Department Head's Name],

We hope this message finds you well. This letter serves to inform you of the recent financial adjustments that will affect your department's budget for the upcoming period.

Adjustments Details:

- Original Budget Allocation: [Original Amount]
- Adjusted Budget Allocation: [Adjusted Amount]
- Reason for Adjustment: [Reason]

Please ensure that your team is aware of these changes and adjust your plans accordingly. The adjustments will be effective from [Effective Date].

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]