

Payment Adjustment Request

From: [Your Name]

Email: [Your Email]

Date: [Today's Date]

To: [Client's Name]

Company: [Client's Company]

Email: [Client's Email]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request a payment adjustment regarding the invoice [Invoice Number] submitted on [Submission Date].

After reviewing the terms of our agreement and the details of the completed work, I noticed an inconsistency in the payment amount. Specifically, [brief explanation of the discrepancy]. As a result, I believe an adjustment is warranted.

I have attached the relevant documents for your reference and review. I appreciate your attention to this matter and look forward to resolving it promptly.

Thank you for your understanding. Please feel free to reach out if you have any questions or require further information.

Best regards,

[Your Name]

[Your Job Title]

[Your Phone Number]