

Ledger Adjustment Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of a recent adjustment made to your ledger account with [Company Name]. This adjustment was necessary due to [brief explanation of reason for adjustment].

Details of the Adjustment:

- Account Number: [Account Number]
- Original Amount: [Original Amount]
- Adjusted Amount: [Adjusted Amount]
- Date of Adjustment: [Adjustment Date]
- Description: [Description of the transaction]

We apologize for any inconvenience this may have caused and appreciate your understanding in this matter. If you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]