Balance Adjustment Notice

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 a recent adjustment made to your account balance. After a thorough review, we found that an adjustment of [amount] has been applied to your account due to [reason for adjustment].

Your new balance is now [new balance]. If you have any questions regarding this adjustment, please feel free to contact our customer service at [phone number] or [email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]