

Financial Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a financial adjustment regarding [briefly explain the reason, such as billing discrepancies, charges, etc.]. After reviewing my recent [statement, invoice, etc.], I noticed that [explain the issue in detail].

To resolve this matter, I kindly ask for your assistance in [state what you would like to happen, such as correcting a charge, adjusting a balance, etc.].

Please let me know if you require any further information or documentation to facilitate this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]