Transaction Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to a recent transaction that occurred on [Insert Transaction Date]. The details of the transaction are as follows:

- Transaction ID: [Insert Transaction ID]
- Amount: [Insert Transaction Amount]
- Description: [Insert Description of Transaction]

Despite my best efforts to ensure the accuracy of this transaction, I believe there may have been an error. [Briefly explain the reason for the adjustment request].

I kindly ask that you review this matter and make the necessary adjustments to my account. I appreciate your assistance in resolving this issue promptly.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]