

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of an adjustment made to your ledger account with us. The details of the adjustment are as follows:

- **Account Number:** [Insert Account Number]
- **Description of Adjustment:** [Insert Description]
- **Amount Adjusted:** [Insert Amount]
- **Date of Adjustment:** [Insert Date]

Please review your account statement for any discrepancies and feel free to contact us if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]