

Financial Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a financial adjustment that has been applied to your account. After a thorough review, we have identified the need for this adjustment due to [reason for adjustment].

The details of the adjustment are as follows:

- Account Number: [Account Number]
- Adjustment Amount: [Adjustment Amount]
- Effective Date: [Effective Date]
- Description: [Description of the adjustment]

If you have any questions or need further clarification regarding this adjustment, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]