

Accounts Receivable Adjustment Notification

Date: [Insert Date]

To: [Customer's Name]

Company: [Customer's Company Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to formally notify you of an adjustment to your accounts receivable balance. After reviewing your account, we have identified a discrepancy that requires our attention.

Details of the Adjustment:

- **Invoice Number:** [Invoice Number]
- **Original Amount:** [Original Amount]
- **Adjusted Amount:** [Adjusted Amount]
- **Reason for Adjustment:** [Reason]
- **Effective Date:** [Effective Date]

We value your business and strive to maintain accurate records. If you have any questions or require further clarification regarding this adjustment, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]