

Account Balance Adjustment Notice

Date: [Insert Date]

Account Holder: [Insert Account Holder Name]

Account Number: [Insert Account Number]

Dear [Insert Account Holder Name],

We are writing to inform you of an adjustment to your account balance. After a recent review of your account, we have identified an error that requires correction. Your previous balance was [Insert Previous Balance] and your new adjusted balance is [Insert New Balance].

We apologize for any inconvenience this may have caused and appreciate your understanding in this matter. If you have any questions regarding this adjustment, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]

[Insert Company Contact Information]