

Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an adjustment regarding your recent payment towards invoice #[Invoice Number]. We have received a partial payment of [Amount Received] on [Date of Payment].

As a result, your outstanding balance is now [New Balance]. Please ensure that the remaining balance is settled by [Due Date] to avoid any late fees or penalties.

If you have any questions or concerns regarding this adjustment, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Company Address]

[City, State, Zip Code]