

Notification of Unsolicited Adjustments

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 recent unsolicited adjustments that have been made to your account. These modifications have not been authorized by you and, therefore, we must address this matter promptly.

Details of the adjustments made are as follows:

- Adjustment Type: [Type of Adjustment]
- Date of Adjustment: [Date]
- Amount: [Amount]

We take these matters seriously and recommend that you review your account promptly. If you find any discrepancies or have any questions regarding these adjustments, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]