

Account Adjustment Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Acknowledgment of Account Adjustment

Dear [Recipient's Name],

We acknowledge the receipt of your request for an adjustment to your account, account number [Account Number]. After careful review, we have processed the following adjustments:

- Description of Adjustment: [Details]
- Amount Adjusted: [Amount]
- Date of Adjustment: [Date]

This adjustment will reflect in your account statement dated [Date]. If you have any questions or require further information, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]