

Account Balance Adjustment Statement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of an adjustment made to your account balance with us, account number [Account Number]. This adjustment was necessary due to [brief explanation of the reason for the adjustment, e.g., an error in billing, application of a payment, etc.].

Previous Account Balance:

[Previous Balance]

Adjustment Details:

[Details of adjustment, e.g., amount adjusted, date of adjustment]

New Account Balance:

[New Balance]

If you have any questions or require further clarification regarding this adjustment, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]