

Financial Adjustment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about a financial adjustment related to my account [Account Number/Reference Number]. I noticed an inconsistency in my recent statements dated [Insert Date].

Could you please provide clarification regarding the charges/credits made on these dates? I would appreciate a prompt response so we can resolve any discrepancies in a timely manner.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]