

# Invoice Adjustment Notification

Dear [Recipient's Name],

We would like to inform you that an adjustment has been made to your recent invoice, numbered [Invoice Number], dated [Invoice Date]. The details of the adjustment are as follows:

- **Original Amount:** [Original Amount]
- **Adjustment Amount:** [Adjustment Amount]
- **New Total Amount:** [New Total Amount]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions regarding this adjustment, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]