

Accounts Payable Cash Allocation Adjustment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of an adjustment that has been made to the cash allocation for your account with us.

The following adjustments have been made:

- Invoice Number: [Insert Invoice Number] - Adjusted Amount: [Insert Amount]
- Invoice Number: [Insert Invoice Number] - Adjusted Amount: [Insert Amount]

This adjustment is necessary due to [brief explanation of reason for adjustment].

If you have any questions regarding this adjustment, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]