

Utility Statement Adjustment Notice

Date: [Insert Date]

Account Holder: [Insert Account Holder's Name]

Account Number: [Insert Account Number]

Service Address: [Insert Service Address]

Dear [Account Holder's Name],

We are writing to inform you about a recent adjustment to your utility statement dated [Insert Original Statement Date]. After a thorough review, we identified an error that has resulted in an adjustment to your account.

The adjustment is as follows:

- Original Amount Due: [Insert Original Amount]
- Adjusted Amount Due: [Insert Adjusted Amount]
- Reason for Adjustment: [Insert Reason]

This adjustment will be reflected in your next billing statement. We apologize for any inconvenience this may have caused and appreciate your understanding.

If you have any questions or concerns, please feel free to contact our customer service department at [Insert Contact Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Utility Company Name]