Payment Adjustment Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to request an adjustment to the payment I received for the freelance work completed on [project name or description] that was delivered on [delivery date].

Upon reviewing the payment, I noticed that the amount is [mention the discrepancy, e.g., lower than agreed, not reflecting additional hours worked, etc.]. I believe that the agreed payment was [original amount] and the adjustment necessary is [amount needed].

I have attached [mention any documents or evidence such as contracts, invoices, etc.] for your reference. I appreciate your attention to this matter and would be grateful if we could resolve this issue promptly.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]