

Invoice Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Email: [Recipient's Email]

Phone: [Recipient's Phone]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to Invoice #[Invoice Number], dated [Invoice Date], due to [reason for adjustment].

Details of the adjustment required:

- Invoice Amount: [Original Amount]
- Correct Amount: [New Amount]
- Description of Discrepancy: [Description]

Attached are the necessary documents supporting this request, including [mention any attachments, e.g. receipts, prior communications].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Email: [Your Email]

Phone: [Your Phone]