

Adjusted Invoice Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that an adjustment has been made to your recent invoice #[Invoice Number] dated [Original Invoice Date]. After a thorough review, we identified a discrepancy that required correction.

Please find the adjusted invoice attached for your review. The following changes have been made:

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

If you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]