

Invoice Adjustment Inquiry

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about an adjustment related to invoice #[Invoice Number] dated [Invoice Date].

Upon review, I noticed that [briefly describe the issue or discrepancy]. I would appreciate your assistance in resolving this matter at your earliest convenience.

Please let me know if you need any further information or documentation to facilitate this adjustment.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]