

Invoice Number Adjustment Request

Date: [Insert Date]

To: Accounting Team

Dear [Accounting Team/Specific Name],

I hope this message finds you well. I am writing to request an adjustment to the invoice number associated with our recent transaction, invoice number [Insert Original Invoice Number].

The reason for this request is [Insert Reason for Adjustment], and I would appreciate your assistance in making the necessary changes.

Please let me know if you need any further information or documentation to process this request. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]