

# Invoice Adjustment Notice

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Date: [Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to notify you of an adjustment made to Invoice #[Invoice Number], originally issued on [Original Invoice Date]. The adjustment is required due to [Reason for Adjustment].

## Details of Adjustment:

- **Original Amount:** \$[Original Amount]
- **Adjusted Amount:** \$[Adjusted Amount]
- **Adjustment Description:** [Details of the adjustment]

We appreciate your understanding in this matter. If you have any questions regarding this adjustment, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued business!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]