

Invoice Adjustment Verification

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to request verification of the adjustments made to Invoice #[Invoice Number] dated [Invoice Date]. The following changes have been applied:

- Original Amount: \$[Original Amount]
- Adjusted Amount: \$[Adjusted Amount]
- Reason for Adjustment: [Insert Reason]

Please confirm the accuracy of these adjustments by [Insert Confirmation Date]. If you have any questions or require further information, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]