

Adjustment Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that we have received a returned payment for Invoice #[Insert Invoice Number] dated [Insert Invoice Date]. The amount of [Insert Amount] was not successfully processed, leading to an adjustment in your account balance.

Details of the adjustment are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Original Amount:** [Insert Amount]
- **Returned Payment Amount:** [Insert Amount]
- **Adjusted Balance:** [Insert New Balance]

Please arrange for the payment to be made by [Insert Due Date] to avoid any further issues. If you have already sent a new payment, please disregard this notice.

If you have any questions or require assistance, feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]