

Payment Reversal and Invoice Adjustment Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you about a recent payment reversal and the necessary adjustments to your invoice. After careful review, we have identified an error in the payment processing related to invoice #[Insert Invoice Number].

Details of the Payment Reversal:

- **Original Payment Date:** [Insert Original Payment Date]
- **Payment Amount:** [Insert Payment Amount]
- **Reason for Reversal:** [Insert Reason]

As a result, we have adjusted your invoice, and the revised details are as follows:

- **Invoice Number:** [Insert New Invoice Number]
- **Adjusted Amount:** [Insert Adjusted Amount]
- **New Due Date:** [Insert New Due Date]

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]