# Invoice Settlement Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]


Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment regarding the settlement of Invoice #[Invoice Number], dated [Invoice Date], due on [Due Date].

After reviewing our records, we have identified discrepancies that require your attention. The details of the adjustments needed are as follows:

- **Adjustment Type:** [Type of Adjustment]
- **Description:** [Description of Discrepancy]
- **Requested Amount Adjustment:** $[Amount]

We kindly ask that you review this request at your earliest convenience and provide us with a confirmation of the adjustments made. Please let me know if you require any further information or documentation to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.


Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]