

Invoice Adjustments Appeal

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the adjustments made to invoice #[Invoice Number] dated [Invoice Date]. After reviewing the adjustments, I believe there has been an error that needs to be addressed.

[Briefly explain the reason for the appeal, including details of the adjustment you disagree with and any relevant facts or evidence to support your claim.]

I kindly request a further review of my case and hope to resolve this matter amicably. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your understanding.

Sincerely,
[Your Name]