

Invoice Adjustment Notification

Date: [Insert Date]

Vendor Name: [Vendor's Name]

Vendor Address: [Vendor's Address]

Invoice Number: [Original Invoice Number]

Dear [Vendor's Name],

We hope this message finds you well. We are writing to notify you of an adjustment made to the invoice referenced above. Please find the details of the adjustment below:

Adjustment Details

- **Original Amount:** [Original Amount]
- **Adjusted Amount:** [Adjusted Amount]
- **Reason for Adjustment:** [Reason]
- **Date of Adjustment:** [Adjustment Date]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions regarding this adjustment, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]