Invoice Adjustment Notification

Date: [Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an adjustment made to Invoice #[Invoice Number], dated [Invoice Date]. After careful review, we found the need to make an amendment regarding [brief reason for adjustment].

The details of the adjustment are as follows:

- Original Amount: $[Original Amount]
- Adjusted Amount: $[Adjusted Amount]
- Adjustment Reason: [Reason]

We apologize for any inconvenience this may have caused and appreciate your understanding and cooperation. If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]