

# Invoice Adjustment Notification

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the invoice dated [Original Invoice Date], with invoice number [Invoice Number].

Due to [reason for adjustment], we have made the following changes for your future invoicing:

- Adjustment Description: [Description of the adjustment]
- Original Amount: [Original Amount]
- Adjusted Amount: [New Amount]
- Effective Date of Adjustment: [Effective Date]

Please keep this adjustment in mind for future transactions. If you have any questions or require further clarification, do not hesitate to reach out to us.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]