

Budget Adjustment Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a recent adjustment made to the budget for the accounting services provided to [Client Name/Project Name]. This adjustment was necessary to ensure alignment with our current financial strategy and project requirements.

Details of the Budget Adjustment:

- Original Budget: \$[Original Budget Amount]
- Adjusted Budget: \$[Adjusted Budget Amount]
- Adjustment Reason: [Brief Description of Reason]

We appreciate your understanding and support as we implement this necessary adjustment. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]