

Adjustment Request Due to System Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an adjustment due to a recent system error that occurred on [specific date]. My account, [account number or ID], has been affected, resulting in [briefly explain the error].

As a result of this error, [describe the impact of the error, e.g., incorrect billing, missing credits, etc.]. I kindly ask that you review the situation and make the necessary adjustments to rectify this issue.

Attached are relevant documents that support my request, including [mention any attached documents].

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]