

Formal Adjustment Letter for Corrected Monthly Statement

[Your Company Letterhead]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Customer/Client Company Name, if applicable]
[Recipient Address]
[City, State, ZIP Code]

Subject: **Correction to Your Monthly Statement**

Dear [Recipient Name],

We are writing to inform you of a correction to your monthly statement for the period ending [Statement Date]. After a recent review of our records, we identified an error in the original statement sent to you on [Original Statement Date], specifically concerning [briefly describe the nature of the error, e.g., billing discrepancy, incorrect charge, omission, etc.].

Please find attached the corrected statement for your review. The following adjustments have been made:

- **Description of Adjustment #1:** [Explanation/detail]
- **Description of Adjustment #2:** [Explanation/detail, if applicable]
- **Total Amount Adjusted:** [Adjusted Amount]

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding. Our team has taken steps to ensure the accuracy of your account and to prevent such errors in the future.

Please review the attached corrected statement at your earliest convenience. If you have any questions or require further clarification, do not hesitate to contact us at [Contact Phone Number] or [Contact Email].

Thank you for your attention to this matter and for your continued trust in [Company Name].

Sincerely,
[Your Name]
[Your Title/Position]
[Company Name]

This template is provided as a sample for formal correction and adjustment notifications regarding monthly financial statements.