

Adjustment Letter for Overcharged Invoice

[Your Company Letterhead]

Date: [Insert Date]

Invoice Number: [Insert Invoice Number]

Credit Note Number: [Insert Credit Note Number]

Customer Name: [Insert Customer Name]

Address: [Insert Customer Address]

Dear [Customer Name],

We thank you for your recent correspondence regarding Invoice # [Insert Invoice Number] dated [Insert Invoice Date].

After reviewing our records, we acknowledge that an overcharge amounting to [Insert Overcharged Amount] was inadvertently included in the above-mentioned invoice. We sincerely apologize for any inconvenience this may have caused.

To rectify this error, a credit note (Credit Note # [Insert Credit Note Number]) has been issued to your account in the sum of [Insert Credited Amount], effectively adjusting your balance accordingly. Please find the credit note attached for your records.

We appreciate your understanding and value your continued partnership. Should you have any questions or require further clarification, please do not hesitate to contact our accounts department at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]