

Sample Adjustment Letter for Billing Price Difference on Bulk Orders

[Your Company Letterhead]

Date: [Insert Date]

Customer Name: [Customer Name]

Company Name: [Customer Company Name]

Address: [Customer Address]

Subject: **Adjustment to Invoice for Bulk Order #|[Order Number]**

Dear [Customer Name],

Thank you for your recent bulk order placed with [Your Company Name]. We greatly appreciate your continued business and trust in our products/services.

We are writing to inform you of a pricing discrepancy that was discovered during our routine audit for invoice #|[Invoice Number], dated [Invoice Date]. It appears that there was an error in the billing for your recent bulk order, resulting in a price difference.

Details of the Adjustment:

- Original Invoice Amount: \$[Original Amount]
- Corrected Invoice Amount: \$[Corrected Amount]
- Difference: \$[Adjustment Amount] ([Credit/Debit])

We sincerely apologize for any inconvenience this may cause. Enclosed is a revised invoice reflecting the correct pricing. Please review the attached document and kindly acknowledge receipt of this adjustment at your earliest convenience.

Should you have any questions or require further clarification, please do not hesitate to contact our billing department at [Contact Information].

Thank you for your understanding and prompt attention to this matter. We value your partnership and look forward to serving you again.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]