

Sample Adjustment Letter for Price Difference Arising from Currency Exchange

[Your Company Letterhead]

[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, Postal Code, Country]

Dear [Recipient Name],

Subject: Adjustment of Invoice Amount Due to Currency Exchange Rate Fluctuations

We sincerely appreciate your continued partnership and the trust you place in [Your Company Name]. We are writing to inform you of a necessary adjustment concerning our recent transaction, detailed in invoice number [Invoice Number] dated [Invoice Date].

Due to fluctuations in the currency exchange rate between [Currency 1] and [Currency 2], the original price quoted in our invoice requires an adjustment. At the time the transaction was processed, the exchange rate had changed compared to the rate at the time of order placement, resulting in a difference in the final amount.

Revised Amount:

Original Invoice Total: [Original Amount] [Currency]
Adjusted Invoice Total: [Adjusted Amount] [Currency]
Difference Due: [Difference Amount] [Currency]

We kindly request your understanding regarding this adjustment, which ensures transparency and accuracy in our financial dealings. Enclosed you will find a revised invoice reflecting these changes. Please process the revised amount at your earliest convenience.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Email/Phone].

Thank you for your understanding and cooperation. We look forward to continuing our mutually beneficial business relationship.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]