

Sample Adjustment Letter for Wrong Invoice Billing

[Your Name]
[Your Position]
[Your Company Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient's Company Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, ZIP Code]

Subject: Request for Adjustment of Invoice [Invoice Number]

Dear [Recipient Name],

I am writing to bring to your attention a discrepancy found in invoice number **[Invoice Number]**, dated **[Invoice Date]**, which we recently received from your office.

Upon review, we noticed that the billed amount of **\$[Billed Amount]** does not accurately reflect the agreed-upon charges for the services/products provided. According to our records, the correct amount should be **\$[Correct Amount]**. Please refer to the attached statement which itemizes the charges as per our agreement.

We kindly request that you review the attached details and issue a corrected invoice reflecting the appropriate amount. Resolving this matter expediently will ensure continued smooth business relations and avoid any payment delays.

We appreciate your prompt attention to this matter and look forward to receiving the revised invoice at your earliest convenience.

If you require any further information or clarification, please do not hesitate to contact me at [Your Contact Information]. Thank you for your cooperation.

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