

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Position, if applicable]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Adjustment Letter for Retroactive Price Change

Dear [Recipient Name],

We are writing to inform you of a recent adjustment concerning the prices applied to transactions/invoices issued between [start date] and [end date]. After a comprehensive review of our pricing policies and recent cost analyses, we have determined that a retroactive price change is necessary.

Reason for the Adjustment

This change is the result of [select one or more and elaborate as applicable: updates in supplier costs, a revision in our cost structures, new market pricing standards, or a correction to a misapplied rate based on our prior agreement]. We regret any inconvenience this may cause and assure you this decision was not made lightly, but to maintain fairness and sustainability in our business practices.

Impact on Previous Transactions

The revised pricing has been applied retroactively to all affected invoices within the specified period. As a result, there is a/an [outstanding balance/refund] amounting to [insert amount], which is reflected in the attached adjusted invoice summary for your review.

Next Steps

Please review the attached documentation for detailed calculations and the affected invoice numbers. If a payment is required, we kindly ask that it be settled by [payment due date]. In the event of a refund, we will process it promptly to your account.

We value your partnership and strive for complete transparency in all our dealings. Should you have any questions or wish to discuss this matter further, please do not hesitate to contact me directly at [insert contact information].

We appreciate your understanding and cooperation.

Sincerely,

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

Attachments: Adjusted Invoice Summary, Detailed Calculation Sheet