

Sample Adjustment Letter with Credit Note

[Your Company Letterhead]

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Dear [Customer Name],

We sincerely appreciate your business and thank you for your recent purchase with [Your Company Name]. We are writing to inform you of a pricing error that occurred on your recent invoice (Invoice No.: [XXX], dated [Date]).

Upon review, we discovered that the amount charged for [Product/Service Name] was higher than the correct price. We apologize for any inconvenience this may have caused.

To rectify this mistake, we have issued a credit note (Credit Note No.: [XXX]) in the amount of [Credit Amount]. Please find the attached credit note for your records. This amount will be automatically credited to your account and can be applied towards future purchases or deducted from your next payment.

We value your trust in [Your Company Name] and are committed to providing you with the highest level of service. Should you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and continued patronage.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]