

Sample Adjustment Letter with Credit Note for Overcharged Invoice

Date: [Insert Date]

To: [Customer Name]
[Customer Company Name]
[Customer Address]
[City, State, Zip Code]

Dear [Customer Name],

Subject: Adjustment and Credit Note for Invoice #[Invoice Number]

We would like to thank you for your continued business and support. Upon a recent review of our records, we discovered that invoice #[Invoice Number], dated [Invoice Date], was inadvertently overcharged by the amount of \$[Overcharged Amount].

We sincerely apologize for this oversight and any inconvenience it may have caused. To rectify this error, a credit note has been issued to your account in the amount of \$[Credited Amount]. Please find the details below:

- **Credit Note Number:** [Credit Note Number]
- **Amount Credited:** \$[Credited Amount]
- **Date Issued:** [Credit Note Issue Date]
- **Reference Invoice:** #[Invoice Number]

The credited amount will be automatically applied to your outstanding balance or may be used against your next purchase, as per your convenience.

We appreciate your understanding and strive to ensure complete accuracy in all our financial transactions. Should you have any further questions or require additional documentation, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter and for your continued trust in our company.

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