

## Sample Adjustment Letter for Incorrect Billing Amount

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Billing Department]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Subject: Request for Adjustment Due to Incorrect Billing Amount (Account #[Your Account Number])

Dear [Billing Contact/Customer Service Manager],

I am writing to formally request a review and correction of the recent billing statement dated [Statement Date] for my account #[Your Account Number]. Upon reviewing the statement, I noticed a discrepancy in the billing amount.

According to the statement, I was charged [Incorrect Amount], whereas the correct amount should be [Correct Amount], based on our contract and previous invoices. I have attached copies of the relevant documents for your review.

Please review the attached information and issue a revised billing statement reflecting the correct charge. I request that any late fees or interest incurred as a result of this error be waived.

If you require any further information from my end, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I appreciate your prompt attention to this matter and look forward to receiving confirmation of the correction.

Thank you for your cooperation.

Sincerely,  
[Your Name]