

Sample Adjustment Letter for Incorrect Product Billing

Your Name

Your Address

City, State, ZIP Code

Email Address

Date

Recipient Name

Company Name

Company Address

City, State, ZIP Code

Dear [Recipient Name],

I am writing to bring to your attention an error regarding the billing of my recent order, invoice number **[Invoice Number]**, dated **[Invoice Date]**. Upon reviewing the invoice, I noticed that there appears to be an incorrect charge for **[Product Name/Description]**.

Specifically, I was billed **[Incorrect Amount]** instead of the correct amount of **[Correct Amount]**. I have attached a copy of the invoice, along with supporting documentation, for your reference.

I kindly request that this error be corrected at your earliest convenience. Please issue an updated invoice reflecting the accurate amount or process a refund for the difference billed in error.

I appreciate your prompt attention to this matter and look forward to a quick resolution. Should you need any further information or clarification, please do not hesitate to contact me at **[Your Phone Number or Email]**.

Thank you for your assistance.

Sincerely,

[Your Name]