

Sample Adjustment Letter for Wrong Service Charges in Invoice

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

[Billing Department / Service Provider's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Adjustment of Incorrect Service Charges in Invoice #[Invoice Number]

Dear [Billing Department / Provider's Name],

I am writing to bring to your attention an error that I have noticed in the invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the details, I discovered an incorrect service charge of [Incorrect Amount] for [Description of Service], which does not correspond with the services I received or our prior agreement.

I kindly request that you review the attached documentation and make the necessary corrections to the invoice. If payment has already been processed, I would appreciate a prompt refund or a credit toward my next bill for the excess charges.

I value our business relationship and trust that this matter will be resolved in a timely manner. Accurate invoicing is important for both parties, and I am confident this was an oversight.

Please confirm receipt of this letter and inform me when the adjustment has been made. If you require any further information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]