

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Subject: Adjustment Letter and Commitment to Enhanced Compliance Procedures

Dear [Recipient Name],

Thank you for bringing to our attention the concerns regarding [describe the specific issue, e.g., recent order discrepancy, compliance shortcoming, service issue, etc.]. We sincerely apologize for any inconvenience or dissatisfaction this may have caused.

After thoroughly reviewing the matter, we confirm that [briefly explain findings or confirm the error]. To rectify this situation, we have taken the following corrective actions:

- [Describe immediate corrective action #1 taken]
- [Describe immediate corrective action #2, if any]
- [Offer adjustment, refund, replacement, or other compensation, if applicable]

We want to assure you that your feedback is invaluable to us and has prompted a careful evaluation of our existing procedures. In order to prevent a recurrence of this issue and ensure ongoing compliance with relevant standards and regulations, we have implemented the following improved procedures:

- [Outline new or revised compliance procedure #1]
- [Outline new or revised compliance procedure #2]
- [Outline training and ongoing monitoring initiatives, if applicable]

We are fully committed to maintaining the highest standards of service and regulatory compliance. If you have any further questions or require additional information regarding the steps we have taken, please do not hesitate to contact me directly at [phone number] or [email address].

Thank you again for giving us the opportunity to address this matter and to continue serving you better in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]