

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State ZIP Code]

[Phone Number] | [Email Address]

Date: [Date]

To: [Customer Name]

[Customer Address]

[City, State ZIP Code]

Subject: Adjustment Letter with Corrected Billing Statement

Dear [Customer Name],

Thank you for bringing to our attention the discrepancy in your recent billing statement (Invoice Number: [Invoice #], Dated: [Invoice Date]). We appreciate your diligence in reviewing your account, and we sincerely apologize for any inconvenience this error may have caused.

Upon investigating your concerns, we discovered that the error resulted from [briefly explain the cause, e.g., an incorrect rate applied to your service, a duplicated charge, etc.]. Please rest assured that this was an isolated incident, and we have taken the necessary steps to prevent such errors in the future.

Enclosed below is your corrected billing statement reflecting the accurate charges:

Description	Original Amount	Adjustment	Revised Amount
[Product/Service 1]	\$[Original Amt 1]	-\$[Adjustment 1]	\$[Revised Amt 1]
[Product/Service 2]	\$[Original Amt 2]	\$[Adjustment 2]	\$[Revised Amt 2]
Total			\$[Corrected Total]

If you have already paid the previous balance, the adjustment of \$[Adjustment Total] will be reflected as a credit on your next statement or refunded to your original payment method.

We value your business and are committed to providing clear, accurate, and transparent billing. Should you have any further questions or need additional assistance, please contact our customer service department at [Phone Number] or [Email Address].

Once again, we apologize for any inconvenience and thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]