

Adjustment Letter Sample for Overcharged Invoice Due to Incorrect Quantity

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, ZIP Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Request for Invoice Adjustment â€“ Incorrect Quantity Billed

Dear [Recipient Name],

I am writing regarding Invoice # [Invoice Number] dated [Invoice Date], which we recently received from your company. Upon reviewing the invoice, we noticed that the quantity billed for [Product/Service Name] was listed as [Incorrect Quantity], whereas we actually received [Actual Quantity].

Kindly find the details of the order and delivery as follows:

- **Product/Service:** [Product/Service Name]
- **Quantity Ordered:** [Quantity Ordered]
- **Quantity Received:** [Actual Quantity]
- **Quantity Billed:** [Incorrect Quantity]

Based on the above, we have been overcharged by [Overcharged Amount] due to a discrepancy in the quantity billed. We kindly request that you issue an adjusted invoice or credit note reflecting the correct quantity delivered and the appropriate total amount.

We value our business relationship and appreciate your prompt attention to resolving this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further clarification.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]