

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Title, if applicable]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Adjustment Request for Billing Discrepancy

Dear [Recipient Name],

I am writing to bring to your attention a discrepancy that I have identified in Invoice Number [Insert Invoice Number], dated [Insert Invoice Date]. I sincerely apologize for any inconvenience this oversight may have caused.

Upon reviewing the invoice, it appears that [briefly explain the nature of the discrepancy, e.g., "an incorrect quantity was listed for Item XYZ" or "a service was billed twice"]. The correct amount should be [state the correct amount or details], while the invoice currently reflects [state the incorrect details].

I deeply regret any confusion or inconvenience this error may have caused and appreciate your understanding in this matter. In the interest of transparency and accuracy, I kindly request that you review the billing records and make the necessary adjustments to resolve this discrepancy.

Please let me know if you require any further information or supporting documents to expedite the correction process. I value our business relationship and am committed to maintaining clear and accurate communication regarding our financial transactions.

Thank you for your prompt attention to this matter. I look forward to your confirmation of the adjustment.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Company/Organization Name]
[Contact Information]