

This **sample adjustment letter for correcting overcharged statement amount** serves as a formal communication to address and rectify billing errors. It outlines the necessary details, including the nature of the overcharge, the incorrect amount, and the corrected charge. The letter is structured to ensure clear communication between the customer and the billing department, facilitating a prompt resolution and maintaining positive business relationships by demonstrating accountability and transparency in financial transactions.

Sample Adjustment Letter

[Your Name or Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Correction of Overcharged Statement Amount

Dear [Recipient Name],

We appreciate your continued business with [Your Company Name]. After reviewing our recent billing records, we have identified an error in your last statement dated [Date of Statement]. Regrettably, the amount billed to your account was incorrect due to an overcharge.

Details of the adjustment are as follows:

- Original amount billed: \$[Incorrect Amount]
- Corrected amount: \$[Correct Amount]
- Statement reference/invoice number: [Invoice/Statement Number]

The overcharged amount of \$[Overcharged Amount] has now been reversed, and your updated account statement reflects this correction. An updated copy of your corrected statement is attached/enclosed for your reference.

Please accept our sincere apologies for any inconvenience this may have caused. We are committed to ensuring accuracy in our billing processes and appreciate your understanding in this matter. Should you have any questions or require further assistance, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your patience and for giving us the opportunity to correct this mistake.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]