

Sample Adjustment Letter for Incorrect Invoice Price Difference

[Your Company Letterhead]

[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Adjustment Request for Invoice #[Invoice Number] â€“ Price Discrepancy

Dear [Recipient's Name],

I am writing to bring to your attention a discrepancy identified in Invoice #[Invoice Number], dated [Invoice Date], regarding the price of the items/services listed.

Upon review of the invoice, it appears that the price for [product/service name and description] has been recorded as [incorrect price], whereas the correct agreed price, as per our purchase agreement dated [Agreement Date], is [correct price]. A summary of the price difference is as follows:

Item/Service	Quantity	Invoiced Price	Agreed Price	Difference
[Item/Service Name]	[Quantity]	[Incorrect Price]	[Correct Price]	[Price Difference]

We kindly request that you review this matter and issue a corrected invoice reflecting the agreed price. If a payment has already been made, please advise on the procedure for credit or reimbursement of the overcharged amount.

Please let us know once the revised invoice has been sent, or if further information is needed from our side to resolve this discrepancy promptly.

We appreciate your attention to this matter and look forward to continuing our business relationship.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Contact Information]