

Sample Adjustment Letter for Incorrect Payment Amount

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position, if applicable]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Subject: Adjustment Request for Incorrect Payment Amount

Dear [Recipient Name],

I am writing to bring to your attention an error regarding the payment received for invoice number [Invoice Number], dated [Invoice Date]. We have noticed that the amount paid, [Received Amount], does not match the amount due, which is [Correct Amount].

Please find attached a copy of the invoice and payment records for your reference. Kindly review the discrepancy and advise on how you wish to proceed with the adjustment, whether through an additional payment of the balance due or a refund if an overpayment was made.

We appreciate your prompt attention to this matter and look forward to your response so we can resolve this issue at the earliest convenience.

If you have any questions or need further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization Name]

[Your Contact Information]