

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

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

Subject: Request for Adjustment Due to Overcharged Price Discrepancy

Dear [Recipient Name],

I am writing to bring to your attention a pricing discrepancy that was identified on our recent invoice (Invoice No. [Invoice Number], dated [Invoice Date]). Upon review, it appears that we were overcharged for [product/service name], and I would like to respectfully request an adjustment to correct this error.

According to our original agreement and the price list provided by your company, the correct unit price for [product/service] should be **[Correct Price]** per unit. However, the invoice reflects a charge of **[Incorrect Price]** per unit for a total of [Quantity] units. This results in a discrepancy of **[Total Amount Overcharged]**.

To ensure accuracy and maintain a transparent business relationship, I kindly ask that you issue a revised invoice reflecting the correct price or process a refund for the overcharged amount. Attached, you will find copies of the invoice and the agreed-upon price documentation for your reference.

We value our ongoing partnership and appreciate your prompt attention to this matter. Please let me know if you require any further information to expedite the adjustment process.

Thank you for your cooperation, and I look forward to your timely response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]