

Adjustment Letter Template: Invoice Discrepancy with Credit Note

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position, if applicable]

[Company Name]

[Company Address]

Subject: Adjustment for Invoice Discrepancy – Issuance of Credit Note

Dear [Recipient Name],

We appreciate your business with [Your Company Name]. We are writing in reference to Invoice Number [Invoice Number], dated [Invoice Date], for [brief description of goods/services].

Upon reviewing your recent inquiry regarding this invoice, we have identified a discrepancy in the billed amount related to [briefly describe the nature of the discrepancy, e.g., pricing error, quantity difference, returned goods, etc.].

To adjust this error, we have issued **Credit Note Number** [Credit Note Number] dated [Credit Note Date] in the amount of [Credit Amount]. This credit note corrects the balance due, and the new total payable is now [Corrected Amount, if applicable].

We apologize for any inconvenience this may have caused and appreciate your prompt communication in bringing this to our attention. Please find a copy of the credit note enclosed for your records.

If you have any further questions or require additional information, please don't hesitate to contact us at [Your Contact Information]. We value our business relationship and aim to ensure your satisfaction.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]