

Date: [Insert Date]

Recipient Name

Recipient Title

Company/Organization Name

Address Line 1

Address Line 2

Subject: Official Adjustment and Refund in Installments

Dear [Recipient Name],

We are writing to inform you of the recent review conducted regarding your account (Account No: [Insert Account Number]) with [Company Name]. During this review, discrepancies were identified that resulted in an overpayment/necessary adjustment of [Insert Amount and Type, e.g., credit or refund].

In response, we have initiated an official adjustment to rectify this matter. Due to operational and policy considerations, the total refundable amount of **[Insert Total Refund Amount]** will be processed through an **installment refund method**. This approach allows us to ensure timely and accurate payments while maintaining transparency throughout the process.

Installment Refund Details:

- **Total Refund Amount:** [Insert Total Amount]
- **Number of Installments:** [Insert Number of Installments]
- **Installment Amount:** [Insert Amount per Installment]
- **First Installment Date:** [Insert Date]
- **Subsequent Installment Dates:** [Insert Dates or Frequency, e.g., Monthly on the 15th]
- **Payment Method:** [Insert Method, e.g., Bank Transfer, Cheque]

Each installment will be processed on the dates specified above, subject to the standard conditions of our refund policy. If you have any questions about the schedule or require further clarification, please contact us at [Insert Contact Information].

We appreciate your understanding and cooperation as we work to resolve this matter efficiently. Your satisfaction and trust are important to us, and we are committed to clear and transparent communication throughout this process.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Email Address]

[Phone Number]