

Sample Adjustment Letter for Overcharged Invoice

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

[Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Request for Adjustment – Overcharged Invoice [Invoice Number]

Dear [Recipient's Name],

I am writing to bring to your attention a discrepancy concerning the recently received invoice number **[Invoice Number]**, dated **[Invoice Date]**. Upon reviewing the statement, I noticed that the amount charged was **\$[Overcharged Amount]** higher than the agreed-upon terms for the listed goods/services.

For your reference, the invoice reflects a charge of **\$[Billed Amount]**, whereas the correct amount should be **\$[Correct Amount]**. I have attached copies of the supporting documents, including our original agreement and purchase order, to assist in clarifying the terms and resolving this matter swiftly.

I kindly request that you review the invoice and issue an adjustment or revised invoice reflecting the correct amount. I would appreciate your prompt attention to this matter to ensure our accounts remain accurate and up to date.

Please let me know if you require any additional information or documentation to process this adjustment. I look forward to your timely response and a resolution to this issue.

Sincerely,
[Your Name]