

Sample Adjustment Letter for Price Difference Due to Late Delivery

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Subject: Adjustment of Invoice Due to Late Delivery

Dear [Recipient's Name],

We appreciate your continued trust in **[Your Company Name]** and thank you for your recent order, reference number **[Order/Invoice Number]**, dated **[Order Date]**.

We acknowledge receipt of your communication regarding the delay in delivering your order, which was originally scheduled for delivery on **[Original Delivery Date]** but was completed on **[Actual Delivery Date]**.

Upon reviewing our agreement, we recognize that the delayed delivery has affected the terms and pricing established in our contract. As per our policy and to demonstrate our commitment to maintaining a positive business relationship, we are offering an adjustment to reflect the agreed-upon price for late deliveries. The revised amount will be **[Revised Amount]**, reflecting a reduction of **[Amount Reduced]** from the original invoice.

Please find the attached revised invoice for your records. We kindly ask that you remit payment for the adjusted amount within the usual payment terms.

We sincerely apologize for any inconvenience caused by this delay and assure you that we are taking steps to prevent reoccurrence in the future. Should you have any questions or require further assistance, please do not hesitate to contact us at **[Your Contact Information]**.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]