

# Adjustment Letter for Overcharged Invoice Refund

[Your Company Letterhead]

Date: [Date]

Customer Name: [Customer Name]

Customer Address: [Customer Address]

City, State, ZIP: [City, State, ZIP]

Dear [Customer Name],

We would like to thank you for being a valued customer of [Your Company Name]. We are writing in reference to Invoice Number [Invoice Number], dated [Invoice Date], which was recently brought to our attention regarding a discrepancy in the billed amount.

Upon reviewing your account, we discovered that you were inadvertently overcharged by [\$Amount] due to *[brief explanation of the error, e.g., a clerical mistake, tax miscalculation, or product pricing error]*. We sincerely apologize for any inconvenience this may have caused.

To correct this error, we have initiated a refund of the overcharged amount of [\$Amount]. The refunded amount will be credited to your original method of payment within [Number of Days] business days. Attached, please find the revised invoice and the credit note for your reference.

At [Your Company Name], we value your satisfaction and are committed to maintaining transparent and accurate billing practices. We have taken steps to ensure this issue does not occur in the future.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Contact Information].

Once again, please accept our apologies for this oversight and thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Contact Information]