

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Subject: Adjustment Notice: Price Difference After Payment

Dear [Customer Name],

We appreciate your continued business with [Your Company Name]. We are writing to inform you of an adjustment regarding your recent purchase, order number [Order Number], placed on [Order Date].

During a routine audit of our transactions, we discovered a discrepancy in the final amount for your order. The total amount paid was **[\$Amount Paid]**, whereas the correct total should have been **[\$Correct Amount]**. This difference is due to [briefly explain reason, e.g., an invoicing error, application of incorrect pricing, or missing discount/surcharge].

Summary of Adjustment:

Amount Paid: **[\$Amount Paid]**

Correct Amount: **[\$Correct Amount]**

Difference: **[\$Difference Amount]**

[If Customer Owes Money:]

Kindly remit the outstanding amount of **[\$Difference Amount]** at your earliest convenience. Enclosed are the updated invoice and payment instructions.

[If a Refund is Due:]

We sincerely apologize for the oversight and are processing a refund of **[\$Difference Amount]** to your original payment method. The refund is expected to appear in your account within [number of days] business days.

We regret any inconvenience this may have caused and appreciate your understanding and cooperation. Please do not hesitate to contact us at [Contact Information] should you have any questions or require further clarification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]