

Sample Adjustment Letter for Undercharged Bill Correction

Date: [Insert Date]

To,
[Customer Name]
[Customer Address]
[City, State, ZIP Code]

Subject: Correction of Undercharged Bill – Invoice #[Invoice Number]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a billing discrepancy related to invoice #[Invoice Number], originally issued on [Invoice Date].

Upon a recent audit of our records, it was discovered that, due to an administrative oversight, your account was **undercharged** for the services/goods provided. The total amount billed was [Incorrect Billed Amount], whereas the correct amount should have been [Correct Amount].

Below are the revised billing details:

- Original Invoice Amount: [Incorrect Billed Amount]
- Correct Invoice Amount: [Correct Amount]
- Outstanding Balance Due: [Outstanding Amount]

We apologize for any inconvenience this may cause and kindly request that the outstanding amount of **[Outstanding Amount]** be settled by **[Due Date]**. Please find the revised invoice attached for your reference.

We value your business and appreciate your understanding and prompt attention to this matter. If you have any questions or require clarifications, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Details]