

Date: [Insert Date]

**To:**

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]

**Subject:** Adjustment Letter for Account Discrepancy

Dear [Recipient Name],

I am writing to bring to your attention a discrepancy identified in the account statement for [specify account or invoice number] dated [statement date]. Upon review, we noted an inconsistency involving [briefly describe the nature of the discrepancy, e.g., double payment, missing credit, incorrect amount charged, etc.].

Please find below a summary of the discrepancy:

- **Account/Invoice Number:** [Insert Number]
- **Date of Transaction:** [Insert Date]
- **Discrepancy Details:** [Insert Details, e.g., amount overcharged, duplicate entries, etc.]

To support our request for correction, we have attached the following documents:

- Copy of the original invoice(s)
- Proof of payment/transaction receipts
- Relevant correspondence (if any)

We kindly request that you review the attached documents and process the necessary adjustments to our account at your earliest convenience. If you require any additional information or clarification, please do not hesitate to contact me directly at [your phone number] or [your email].

Thank you for your immediate attention to this matter. We look forward to your prompt response and resolution.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company/Organization Name]  
[Your Contact Information]

**Attachments:**

- Invoice(s)
- Receipts/Transaction Records
- Other Supporting Documents