

Adjustment Letter Template: Requesting Credit Note for Overcharged Invoice

[Your Name/Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supplier's Name/Company Name]
[Supplier's Address]
[City, State, ZIP Code]

Subject: Request for Credit Note – Overcharged Invoice [Invoice Number]

Dear [Supplier's Contact Person/ Accounts Department],

I am writing to bring to your attention a discrepancy in Invoice No. [Invoice Number] dated [Invoice Date]. Upon a thorough review of the invoice and supporting documents, we noticed that we have been overcharged by [specify overcharged amount or describe the nature of discrepancy].

Details of the discrepancy are as follows:

- Invoice Amount Charged: [Enter Amount]
- Correct Amount: [Enter Amount]
- Difference (Overcharged): [Enter Amount]

Enclosed/attached are copies of the relevant documents for your review and verification:

- Copy of the original invoice
- Purchase order/contract
- Any other supporting documentation

We kindly request the issuance of a credit note for the overcharged amount to adjust our records accordingly. This will help us maintain transparency and ensure the accuracy of our financial statements.

Please confirm receipt of this letter and advise us regarding the processing of the credit note at your earliest convenience. If you require any additional information, feel free to contact me at [your phone number/email].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Position/Department]
[Your Company Name]