

Sample Adjustment Letter Due to Payment Applied to Wrong Invoice

This letter serves as a **sample adjustment letter due to payment applied to wrong invoice**, addressing the issue of a payment mistakenly credited to an incorrect invoice. It outlines the necessary steps to rectify the error, ensuring accurate accounting records and clear communication between the parties involved. The adjustment letter requests the reallocation of the payment to the correct invoice, preventing any confusion or discrepancies in financial statements and maintaining effective business relationships.

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Title/Position, if applicable]
[Company Name]
[Company Address Line 1]
[Company Address Line 2]

Dear [Recipient Name],

Subject: Request for Adjustment – Payment Applied to Incorrect Invoice

I am writing to bring to your attention an error in the application of our recent payment, made on [Payment Date] for the amount of [Payment Amount]. It appears that this payment was inadvertently credited to Invoice # [Incorrect Invoice Number] instead of the intended Invoice # [Correct Invoice Number].

To ensure accurate accounting records for both our organizations, I kindly request that this payment be reallocated from Invoice # [Incorrect Invoice Number] to Invoice # [Correct Invoice Number]. Please update your records accordingly and confirm once the adjustment has been completed.

For your reference, I have attached copies of the relevant invoices and the payment remittance details to help facilitate this correction.

We value our ongoing relationship and appreciate your prompt attention to this matter. Please let us know if you require any further information or documentation to process this adjustment.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Your Company Name]
[Your Contact Information]