

Formal Adjustment Letter Template for Invoice Overcharge Dispute

Date: [Insert Date]

[Sender's Name]
[Sender's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, ZIP Code]

Subject: Invoice Overcharge Dispute – Request for Adjustment (Invoice #[Invoice Number])

Dear [Recipient's Name],

I am writing to bring to your attention an issue regarding **Invoice #**[Invoice Number] dated **[Invoice Date]** for [describe goods/services]. Upon careful review, we have noticed a discrepancy in the billed amount. The invoice reflects a charge of **\$**[Billed Amount], whereas our records indicate that the correct amount should be **\$**[Correct Amount] due to [briefly explain the error, e.g., agreed pricing, contractual terms, previously quoted rates].

To assist in the resolution of this matter, I have attached supporting documentation, including our purchase agreement and previous correspondence related to this order.

In view of the above, we kindly request an adjustment to the invoice and a corrected statement reflecting the accurate amount. Alternatively, if payment has already been processed, please arrange for a refund of the overcharged amount at your earliest convenience.

We value our business relationship and are confident that this discrepancy can be resolved promptly and amicably. Please confirm receipt of this letter and advise us on the next steps. If you require additional information, do not hesitate to contact me directly at [Phone Number] or [Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Sender's Name]
[Sender's Title/Position]
[Company Name]