

Sample Adjustment Letter for Late Payment Discrepancy

[Your Name or Company Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address]

[City, State ZIP Code]

Subject: Adjustment Letter for Late Payment Discrepancy

Dear [Recipient Name],

We appreciate your continued partnership and the trust you have placed in us. We are writing regarding the recent payment discrepancy associated with Invoice No. [Invoice Number], which was due on [Due Date].

We sincerely apologize for the delayed payment. The delay was caused by [briefly explain the reason, e.g., "an unanticipated processing issue in our accounts department"]. Please rest assured that we have identified the cause of the delay and are actively addressing it to prevent similar occurrences in the future.

As of today, the outstanding payment of [Amount Due] has been processed, and you should receive confirmation within [number of days, e.g., "two business days"]. We value our business relationship and are committed to settling all outstanding matters promptly.

If you require any further documentation or have additional questions regarding this matter, please do not hesitate to contact us at [your phone number or email].

Once again, we apologize for any inconvenience this may have caused and thank you for your understanding and patience. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]