

# Sample Adjustment Letter for Underpayment Issue

Date: [Insert Date]

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

Subject: Request for Adjustment of Underpayment

Dear [Recipient Name],

I am writing to bring to your attention an underpayment issue related to [invoice number/account number/service or product] dated [insert date of transaction or invoice]. After carefully reviewing the records, it appears that the payment received on [payment date] was **insufficient** by the amount of [insert underpaid amount].

## Details of the Underpayment:

- Original Amount Due: [insert amount]
- Amount Paid: [insert amount]
- Underpaid Amount: [insert amount]

Kindly review your records and arrange for the remittance of the outstanding balance at your earliest convenience. Attached, you will find supporting documents for your reference.

We value our ongoing business relationship and are confident that this matter can be resolved promptly. Please let us know if you require any additional information or clarification.

Thank you for your immediate attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Contact Information]