

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Request for Transaction Adjustment

I hope this message finds you well. I am writing to formally request an adjustment to the recent transaction dated [Transaction Date], with reference number [Transaction Reference Number].

Upon reviewing the transaction, we identified [briefly explain the reason for the adjustment, e.g., discrepancies, errors, etc.]. The details of the transaction in question are as follows:

- Transaction Date: [Transaction Date]
- Transaction Amount: [Transaction Amount]
- Original Description: [Original Description]
- Adjusted Description: [Adjusted Description]

We kindly request that you review this matter and make the necessary adjustments at your earliest convenience. If you require any further information or documentation to facilitate this process, please do not hesitate to contact me directly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]