

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

Dear [Recipient's Name],  
Subject: Adjustment Letter

I am writing to formally address and resolve the issue regarding [specific issue or complaint] that I encountered on [date]. After reviewing my situation, I would like to request an adjustment in the matter of [briefly explain what kind of adjustment is needed, e.g., refund, replacement, etc.].

[Provide details about the situation, including any relevant facts, documentation, and your previous communications related to the issue. Be clear and concise.]

I believe this adjustment is reasonable because [explain your reasoning or any policies that support your request].

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]