

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: GGT Payment Adjustment Notification

We are writing to inform you about a recent review of your GGT payment records associated with [specific period or project name]. After careful consideration, we have identified the need for an adjustment in the payment amount due to [brief explanation of the reason for the adjustment, e.g., discrepancies, corrections, or changes in agreement].

**\*\*Adjustment Details:\*\***

- Original Payment Amount: \$[original amount]
- Adjusted Payment Amount: \$[adjusted amount]
- Reason for Adjustment: [detailed explanation]
- Effective Date of Adjustment: [date the adjustment takes effect]

We understand that adjustments can be unexpected, and we are committed to resolving any questions you may have. Please feel free to reach out to our office at [your contact number] or [your email address] should you require further clarification regarding this adjustment.

We appreciate your understanding in this matter and look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Enclosures, if any]