

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Adjustment Request

I hope this letter finds you well. I am writing to formally request an adjustment regarding [specific issue or concern] that was documented on [date or transaction number].

[Explain the situation briefly and clearly, stating the reasons for your request for adjustment.]

In consideration of [any relevant policies or understanding], I kindly ask that you review my request and provide a resolution. I believe that an adjustment [explain the adjustment you are seeking] would be fair based on the circumstances outlined above.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company, if applicable]