

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Adjustment Request

I hope this letter finds you well. I am writing to formally request a payment adjustment for my account #[Account Number].

Due to [brief explanation of the circumstances such as financial hardship, incorrect billing, etc.], I would like to request an adjustment of [specific amount or percentage] to my outstanding balance.

I have attached [any supporting documents, if applicable] to assist in processing this request.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]