

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

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

Dear [Recipient Name],

Subject: Request for Payment Adjustment

I hope this message finds you well. I am writing to formally request a payment adjustment for my account [Account Number] due to [brief description of the reason, e.g., overpayment, billing error, etc.]. Upon reviewing my recent statement, I noticed that [provide details regarding the discrepancy]. As a valued customer, I trust that this matter can be resolved promptly.

I would appreciate it if you could review my account and make the necessary adjustments at your earliest convenience. Please feel free to contact me if you need any further information or documentation to assist with this request.

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

Sincerely,

[Your Name]

[Your Job Title] (if applicable)