

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Adjustment to Billing Inquiry

We hope this message finds you well.

We are writing in response to your recent inquiry regarding the billing statement dated [insert date]. After a thorough review of your account, we have identified [briefly explain the issue, e.g., a discrepancy in charges, an overpayment, etc.].

To rectify this matter, we have taken the following actions:

1. [First action taken, e.g., credited your account with the adjustment amount]

2. [Second action, if applicable]

Please find enclosed the updated billing statement reflecting these changes. We apologize for any inconvenience this may have caused and appreciate your patience as we resolved this issue.

If you have any further questions or require additional assistance, please do not hesitate to contact us at [your contact information].

Thank you for your understanding, and we look forward to continuing our relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]