

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

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

Dear [Recipient Name],

Subject: Adjustment Request for [specific issue or account number]

I hope this message finds you well. I am writing to formally request an adjustment regarding [briefly describe the issue, e.g., an overcharge, shipping error, etc.].

Details of the Issue:

- [Provide a concise description of the issue, including dates, amounts, and any relevant account information.]
- [Explain why you believe an adjustment is warranted.]

Supporting Documentation:

- [List any documents you are including to support your request, e.g., receipts, invoices, correspondence.]

Resolution Requested:

- [Clearly state what adjustment you are seeking, e.g., a refund, a correction, etc.]

I appreciate your prompt attention to this matter and look forward to your swift response. Please feel free to contact me directly at [your phone number] or [your email] should you need any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Job Title or Position, if applicable]
[Your Company Name, if applicable]