

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Invoice Adjustment Notification - Invoice #[Invoice Number]

We hope this message finds you well.

We are writing to inform you about an adjustment made to Invoice #[Invoice Number] dated [Original Invoice Date]. After review, we have identified the following changes:

- Original Amount: \$[Original Amount]

- Adjustment Description: [Brief Description of Adjustment]

- New Amount: \$[New Amount]

Please find the revised invoice attached for your records. If you have any questions or require further clarification, do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Company Website]

[Attachment: Revised Invoice]