

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

Mr. Zhang

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

Dear Mr. Zhang,

Subject: Adjustment Request

I hope this message finds you well. I am writing to formally request an adjustment regarding [specific issue/transaction details].

[Briefly explain the reason for the adjustment request, including relevant details such as dates, amounts, and any prior communications related to the issue.]

I believe that an adjustment is warranted because [provide rationale or supporting information for the request].

Please let me know if any further information is required to process this adjustment. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title] (if applicable)
[Your Company Name] (if applicable)