

[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Date]

[Customer Name]  
[Customer Address Line 1]  
[Customer Address Line 2]  
[City, State, Zip Code]

**Subject: Confirmation of Transaction Correction - Reference #[Transaction Number]**

Dear [Customer Name],

This letter is to formally confirm that we have completed the correction for the transaction processed on [Original Transaction Date].

Following our review of the reported [error/discrepancy], we have updated our records as follows:

- **Original Amount:** [Amount]
- **Corrected Amount:** [Amount]
- **Adjustment Type:** [Refund/Credit/Re-billing]
- **Adjustment Date:** [Date]

Please note that it may take [Number] business days for this adjustment to appear on your bank or credit card statement, depending on your financial institution's processing times.

We apologize for any inconvenience this may have caused. If you have any further questions regarding this correction, please contact our support team at [Phone Number] or [Email Address].

Thank you for your patience and for being a valued customer.

Sincerely,

[Your Name/Department]  
[Company Name]