

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Confirmation of Account Adjustment - Account Number: [Account Number]

Dear [Customer Name],

This letter is to confirm that we have processed an adjustment to your account regarding [Reason for Adjustment, e.g., Invoice #12345 or Service Date].

The details of the adjustment are as follows:

- **Adjustment Amount:** [Amount]
- **Adjustment Type:** [Credit/Debit]
- **Transaction Date:** [Date]
- **New Account Balance:** [Balance]

This change will be reflected in your next billing statement. You can also view your updated balance by logging into your online account at [Website URL].

If you have any questions regarding this adjustment, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your business.

Sincerely,

[Name/Signature]
[Title]
[Company Name]