

[Date]

[Client Name]
[Company Name]
[Street Address]
[City, State, Zip Code]

Re: Interest Charge Adjustment - Account Number: [Account Number]

Dear [Client Contact Name],

We are writing to inform you of an adjustment made to the interest charges on your commercial account for the period of [Start Date] to [End Date].

Following a recent review of your account activity, we identified an inconsistency regarding the [Interest Rate/Calculation Method] applied. As a result, we have processed a [Credit/Debit] to your account in the amount of [Currency and Amount].

Adjustment Details:

- Original Interest Charged: [Amount]
- Corrected Interest Amount: [Amount]
- Adjustment Amount: [Amount]
- Date of Adjustment: [Date]

This correction will be reflected on your next monthly billing statement. No further action is required on your part.

We apologize for any inconvenience this may have caused. If you have any questions regarding this adjustment or require further clarification, please contact your Relationship Manager at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Name of Sender]
[Title/Department]
[Bank Name]