

## Billing Adjustment Notification

Dear Customer,

We would like to inform you that an adjustment has been made to your recent bill. Please see the details below:

<b>Account Number</b>	<input type="text"/>
<b>Billing Period</b>	<input type="text"/>
<b>Original Amount</b>	<input type="text"/>
<b>Adjusted Amount</b>	<input type="text"/>
<b>Reason for Adjustment</b>	<input type="text"/>
<b>Date of Adjustment</b>	<input type="text"/>

If you have any questions regarding this adjustment, please contact our billing department.

Thank you for your attention.

Sincerely,  
Billing Department