

# Adjustment Notice

Date:

To:

From:

Subject:

## Details of Adjustment

Description	Previous Amount	Adjusted Amount	Reason for Adjustment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Remarks

Prepared By:

Approved By: