

(Date of Letter)

(Name of Business)

(Street Address)

(City, State and Zip Code)

RE: Bill Adjustment

Attn: Accounting Department

Dear Accounting Department:

On the _____ day of _____, _____ year), the undersigned contracted services from your company for the following reason(s):

(state reason(s) why the business noted above was hired). Pursuant to the estimate received from your business, the cost of services to be provided by your business was \$ _____ (amount of original quote). However, when the bill was received from your firm, it was for \$ _____ (amount of the statement that is in variance with the estimate). It is the position of the undersigned that the billing amount provided by your business was in excess of what it should be for the services provided for the following reason(s):

(list reason(s) why full payment should not be paid). For this reason, it is most appropriate that an adjustment to the statement of services be provided by your company. It is the undersigned's proposal that the enclosed amount of \$ _____ be accepted as payment in full for the services rendered. Should your position be in variance with the undersigned's, please advise immediately. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.