

## Email Format about Adjustment Letter

Subject: Adjustment Letter Regarding [Issue/Complaint]

Dear [Recipient's Name],

I am writing to you with reference to your recent letter/complaint dated [date]. Firstly, please accept our apologies for the inconvenience that you may have faced due to [issue/complaint]. We value our customers and strive to provide them with the best products and services, but it seems that we fell short of our usual high standards on this occasion.

As per your request, we have conducted an investigation into the matter and would like to inform you that we have taken necessary actions to rectify the problem. [Explain the steps taken to address the issue]. We believe that the measures we have taken will help to prevent similar issues from happening in the future.

To compensate for any inconvenience caused, we would like to offer you [compensation offered]. We value your continued patronage and look forward to serving you better in the future.

If you have any further queries or concerns, please do not hesitate to contact us. We are always here to help you and ensure that your needs are met.

Thank you for your understanding in this matter.

Sincerely,

[Your Name]

[Your Company Name]