[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: ADJUSTMENT TO STATEMENT REGARDING DISCOUNT ON DELAYED DELIVERY**

Dear [CONTACT NAME],

I confirm that our order [NUMBER] of [LIST MERCHANDISE] was delivered on [DATE] at our facility [CITY, PROVINCE]. Although the original delivery date was meant to be [DATE], I approved a later delivery date taking into consideration the problems that you were experiencing at that time.

Please note that our payment for the full amount of the invoice, less our [%] discount, was made to you on [DATE] for a total amount of [AMOUNT]. I attach the Proof of Payment.

I enclose a copy of the statement that I received today. This indicates, an incorrect charge for that discount, taken in accordance with your terms. I noted that the date on the invoice was not changed to reflect the delay in delivery and this maybe the reason for the inaccuracy?

Please can your department adjust the discount amount accordingly and send the corrected statement of my account. Thank you for your cooperation in this matter.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]