head>

[Current Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Refund Enclosed - Upfront Payment Adjustment

Dear [Customer Name],

This letter is to inform you that we have processed an adjustment regarding your recent upfront payment for [Account Number / Order Number].

Following a review of your account, it was determined that an overpayment occurred due to [Reason for Adjustment, e.g., service change, price reduction, or calculation error]. As a result, we are issuing a refund for the difference.

Refund Details:

- Original Payment Amount: $[Amount]
- Adjusted Amount: $[Amount]
- **Refund Total: $[Amount]**

Please find the enclosed check for the amount listed above. If your payment was originally made via credit card, please note that the refund may have already been credited back to your original payment method, and this letter serves as your formal notification.

We apologize for any inconvenience this may have caused. If you have any questions regarding this adjustment, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name/Department]
[Company Name]

Enclosure: [Check Number, if applicable]