

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Notification of Pro Rata Adjustment and Accounting**

Dear [Recipient Name],

This letter serves as formal notification regarding the pro rata adjustment applied to your account for the period of [Start Date] to [End Date].

The calculation is based on a total period of [Number] days, of which you are being billed/credited for [Number] days. The breakdown of the accounting is as follows:

- Full Period Amount: \$[Amount]
- Daily Rate: \$[Amount]
- Applicable Days: [Number]
- **Total Pro Rata Amount: \$[Amount]**

This adjustment is due to [Reason for adjustment, e.g., service activation mid-month, early cancellation, or partial payment requirement].

Please find the updated balance reflected in your attached statement. If you have any questions regarding these calculations, please contact our accounting department at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]