

Formal business refusal letter

Subject: Response to Your Adjustment Request

Dear [Recipient Name],

We acknowledge receipt of your request for adjustment regarding [specific issue]. After thorough review, we regret to inform you that we are unable to approve your request due to [specific reason].

We appreciate your understanding in this matter. Please feel free to contact us for any clarification.

Sincerely,

[Your Name]

[Position]

[Company Name]

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