

Letter of Regret for Mistaken Invoice Amount

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express our sincere regrets regarding a mistake in the invoice we sent on [date of the invoice] for invoice number [invoice number]. Upon reviewing our records, we realized that the amount stated was incorrect.

We understand that this may have caused confusion, and we genuinely apologize for any inconvenience this may have led to. The correct amount due should be [correct amount]. We will send you a revised invoice reflecting this correction immediately.

Thank you for your understanding and prompt attention to this matter. If you have any questions or need further assistance, please do not hesitate to contact me directly.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]