

Invoice Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a correction to invoice #[Invoice Number] issued on [Invoice Date] due to [brief description of the error].

The details of the correction needed are as follows:

- Incorrect Item: [Description]
- Correct Item: [Description]
- Incorrect Amount: [Amount]
- Correct Amount: [Amount]

Please let me know if you require any further information to process this correction. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]