

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to sincerely apologize for the recent invoice (Invoice # [Invoice Number]) that was issued incorrectly on [Issue Date]. We acknowledge that the discrepancies caused confusion, and we are truly sorry for any inconvenience this may have caused.

Please rest assured that we have taken immediate action to correct this mistake. A revised invoice has been prepared and is attached for your records. We are committed to ensuring this does not happen again and are reviewing our processes to prevent similar issues in the future.

Thank you for your understanding and patience regarding this matter. If you have any further questions or need additional clarification, please do not hesitate to contact me directly.

Once again, I apologize for the oversight, and I appreciate your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]