

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an error found in Invoice #[Invoice Number], dated [Invoice Date]. Upon review, I noticed [brief description of the error].

To ensure accurate records, I kindly request your assistance in resolving this issue. I would appreciate it if you could [suggested resolution, e.g., reissue the invoice, correct the amount, etc.].

If you require any further details or documentation from my end, please do not hesitate to reach out. Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]