

Invoice Revision Notice

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that I have made revisions to the invoice originally submitted on [Original Invoice Date].

Enclosed with this letter is the revised invoice, Invoice Number: [Invoice Number], reflecting the changes discussed during our recent conversation. The new total amount due is [New Total Amount].

Thank you for your understanding, and please let me know if you have any questions or need further clarification regarding the revisions.

Sincerely,

[Your Name]

[Your Business Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]