

Shipping Invoice Correction Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of a correction that has been made to your shipping invoice dated [Insert Original Invoice Date].

The following corrections have been made:

- Invoice Number: [Original Invoice Number] has been corrected to [Corrected Invoice Number]
- Shipping Charge: [Original Amount] has been corrected to [Corrected Amount]
- Shipping Date: [Original Date] has been corrected to [Corrected Date]

We apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]