

# Shipping Invoice Error Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about an error in the shipping invoice (Invoice Number: [Insert Invoice Number]) that was recently issued. After reviewing the details, we noticed the following discrepancies:

- [Description of Error 1]
- [Description of Error 2]
- [Description of Error 3]

We sincerely apologize for any inconvenience this may have caused. Please find the corrected invoice attached for your records. We appreciate your understanding and prompt attention to this matter.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]