

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the correction of the shipping invoice dated [Invoice Date].

As noted, there were discrepancies in the billing information that need to be addressed to ensure accurate processing. We would appreciate it if you could confirm when we can expect the corrected invoice.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]