

# Shipping Invoice Error Acknowledgment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge the receipt of your notification regarding the shipping invoice error for invoice number [Insert Invoice Number]. We apologize for any inconvenience this may have caused.

We take such matters seriously and are currently investigating the issue to ensure it is resolved promptly. We appreciate your patience as we work to correct the discrepancies.

Please feel free to reach out to us at [Insert Contact Information] if you have any further questions or need additional assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]