

Letter of Regret for Erroneous Invoice

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my sincere regret regarding the erroneous invoice [Invoice Number] that was issued on [Invoice Date]. Upon review, we have identified some discrepancies that do not reflect the agreed terms of our transaction.

We take such matters seriously and are committed to resolving this issue promptly. The correct invoice will be issued shortly, and we assure you that this was an unintentional oversight. We appreciate your understanding and patience as we rectify this error.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] should you have any questions or require further clarification.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Title]
[Your Company]