

Invoice Correction Announcement

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you of a correction related to the invoice issued on [Date of Invoice].

The details of the correction are as follows:

- Invoice Number: [Original Invoice Number]
- Correction Reference: [Correction Reference Number]
- Description of Correction: [Brief Description]
- Corrected Amount: [Corrected Amount]

We sincerely apologize for any inconvenience this may cause and appreciate your understanding. Please find the corrected invoice attached for your records.

Should you have any questions or concerns regarding this matter, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]