

# Modified Invoice Alert

Dear [Associate's Name],

We hope this message finds you well. This is to inform you that there has been a modification to the invoice #[Invoice Number] originally issued on [Original Issue Date].

The changes have been made to reflect [brief description of changes, e.g., updated amounts, corrected errors, etc.]. Please find the details below:

- **Original Amount:** [Original Amount]
- **New Amount:** [New Amount]
- **Reason for Change:** [Reason]

We kindly ask you to review the modified invoice at your earliest convenience. If you have any questions or need further clarification, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]