

Invoice Correction Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that there has been an error in the invoice # [Invoice Number] issued on [Invoice Date].

The following corrections have been made:

- Original Amount: [Original Amount]
- Corrected Amount: [Corrected Amount]
- Description of Correction: [Description]

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

If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]