

Application for Amended Invoice

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

[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an amended invoice for [Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I noticed a discrepancy regarding [briefly describe the issue, e.g., incorrect amount, missing item].

Kindly provide an updated invoice reflecting the correct information at your earliest convenience. Your assistance in resolving this matter is greatly appreciated.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,
[Your Name]