Invoice Correction Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a correction to invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount].

Upon reviewing the invoice, I noticed the following error(s):

- [Describe the error or discrepancy]
- [Provide any additional errors if applicable]

To ensure proper accounting and processing, I kindly ask that you issue a corrected invoice at your earliest convenience. Please let me know if you require any further details or documentation to facilitate this request.

Thank you for your attention to this matter. I appreciate your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]