

[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 hope this message finds you well. I am writing to formally request a corrected invoice regarding our recent transaction dated [Invoice Date] with invoice number [Invoice Number].

Upon reviewing the invoice, I noticed that [briefly explain the error, e.g., "the amount charged does not match our agreed price" or "the service provided is incorrectly listed"]. I would appreciate it if you could issue a corrected invoice reflecting the accurate details at your earliest convenience.

Thank you for your attention to this matter. Please let me know if you need any further information to process this request. I look forward to your prompt response.

Sincerely,
[Your Name]