

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the adjustments made to the invoice [Invoice Number], dated [Invoice Date]. After reviewing the billing discrepancies you brought to our attention, we have made the necessary corrections as follows:

- Original Amount: \$[Original Amount]
- Adjusted Amount: \$[Adjusted Amount]
- Description of Discrepancy: [Description]

We appreciate your cooperation and understanding in this matter. The updated invoice reflecting the changes will be sent to you shortly. Should you have any further questions or require additional information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]