

# Invoice Total Confirmation

Date: **[Insert Date]**

To: **[Recipient's Name]**

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the changes made to the invoice totals for record keeping purposes. Below are the details of the updated invoice:

## Invoice Details

**Invoice Number:** [Insert Invoice Number]

**Original Total:** \$[Original Total]

**Revised Total:** \$[Revised Total]

**Date of Change:** [Insert Date of Change]

We appreciate your understanding and prompt attention to this matter. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]