

Invoice Amount Correction Notification

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. This letter is to inform you of an important correction regarding the invoice issued on [Invoice Date], with invoice number [Invoice Number].

After a thorough review, we have identified a discrepancy in the total amount billed. The original invoice amount was [Original Amount], and the corrected amount is [Corrected Amount]. This adjustment is necessary to ensure compliance with our billing standards.

We sincerely apologize for any inconvenience this may have caused. Please update your records accordingly and feel free to reach out if you have any questions or require further clarification.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]