

Invoice Amount Confirmation

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

Subject: Confirmation of Revised Invoice Amount

Dear [Recipient Name],

We hope this message finds you well. We are writing to confirm the revised amount for Invoice #[Invoice Number], originally dated [Original Invoice Date]. Following our recent discussions and adjustments, the new invoice amount is [Revised Amount].

Details of the invoice are as follows:

- Invoice Number: [Invoice Number]
- Original Amount: [Original Amount]
- Revised Amount: [Revised Amount]
- Due Date: [Due Date]

Please update your records accordingly. If you have any questions or require further clarification, feel free to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]