

Invoice Correction Notification

To: [Supplier's Name]

Date: [Date]

Dear [Supplier's Contact Name],

We hope this message finds you well. We are writing to inform you about a correction needed on the invoice #[**Invoice Number**] that was submitted on [**Submission Date**].

Upon review, we noticed the following discrepancies:

- **Incorrect Item Description:** [Description of Incorrect Item]
- **Correct Item Description:** [Description of Correct Item]
- **Incorrect Amount:** [Incorrect Amount]
- **Correct Amount:** [Correct Amount]

We kindly ask you to revise the invoice and submit the corrected version at your earliest convenience. Please let us know if you require any additional information or clarification regarding this matter.

Thank you for your attention to this issue.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]