

Subject: Request for Amended Invoice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an amendment to Invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the invoice, I noticed that [describe the issue, e.g., there are discrepancies in the billed amount, missing items, incorrect rates, etc.].

For your reference, I have attached copies of the original invoice and any relevant documents that support my request.

I would appreciate your prompt attention to this matter and look forward to receiving the amended invoice at your earliest convenience. If you need any further information or clarification, please feel free to contact me directly.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]