

Subject: Request for Invoice Revision

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a revision of invoice #[Invoice Number] dated [Invoice Date]. Upon review, I noticed some discrepancies that need to be addressed.

Specifically, the following details require correction:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Could you please issue a revised invoice reflecting these changes at your earliest convenience?  
Thank you for your attention to this matter.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]