

Invoice Correction Notice

Date: [Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that a correction has been made to Invoice #[Invoice Number] dated [Original Invoice Date]. We apologize for any confusion this may have caused.

The details of the correction are as follows:

- **Original Amount:** [Original Amount]
- **Corrected Amount:** [Corrected Amount]
- **Reason for Correction:** [Reason]

Please find the corrected invoice attached for your records. We appreciate your understanding and prompt attention to this matter.

If you have any questions or require further assistance, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]