

Invoice Error Correction Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Correction of Invoice Error - Invoice #[Invoice Number]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an error found in Invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the invoice, we noticed that [describe the specific error, e.g., incorrect amount, missing item, etc.].

We sincerely apologize for any confusion this may have caused and would like to correct the invoice as follows:

- Correct Item Description: [Correct Item Description]
- Correct Amount: [Correct Amount]

Attached, you will find a revised invoice reflecting these corrections. We kindly ask you to replace the previous version with this updated invoice.

If you have any questions or require further clarification, please do not hesitate to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]