

Notice of Tax Invoice Error

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Notice of Error on Tax Invoice #[Invoice Number]

Dear [Recipient's Name],

We are writing to inform you of an error identified on Tax Invoice #[Invoice Number] issued on [Invoice Date]. We sincerely apologize for any inconvenience this may have caused.

The following error has been noted:

- Error Description: [Describe the error]
- Correct Amount: [Insert Correct Amount]

We are in the process of issuing a corrected invoice and will send it to you shortly. Please disregard the previous invoice for your records.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]