

Tax Invoice Amendment Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Subject: Amendment Notification for Tax Invoice #[Invoice Number]

Dear [Recipient Name],

We wish to inform you that there has been an amendment to the tax invoice #[Invoice Number] issued on [Original Date]. The changes made are as follows:

- **Original Amount:** [Original Amount]
- **Amended Amount:** [Amended Amount]
- **Reason for Amendment:** [Reason]

We apologize for any inconvenience this may cause and appreciate your understanding.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]