Tax Invoice Correction Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a correction to the tax invoice issued to me on [Invoice Date], with invoice number [Invoice Number].

Upon reviewing the document, I noticed the following discrepancies:

- [Description of Error #1]
- [Description of Error #2]
- [Description of Error #3]

I would appreciate it if you could provide a corrected invoice at your earliest convenience. Please let me know if you require any further information or documentation to facilitate this correction.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]