

# Logistics Invoice Correction Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a correction made to the logistics invoice originally issued on [Original Invoice Date] with Invoice Number: [Original Invoice Number].

The following discrepancies were found:

- Item Description Correction: [Incorrect Description] to [Correct Description]
- Quantity Adjustment: [Incorrect Quantity] to [Correct Quantity]
- Price Modification: [Incorrect Price] to [Correct Price]

Please find the corrected invoice attached for your records. We apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]