

Apology for Sending Incorrect Invoice Details

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the oversight regarding the invoice I sent to you on [date]. Unfortunately, the invoice contained incorrect details pertaining to [specific issues, e.g., amounts, services rendered, etc.].

Please rest assured that I am taking immediate steps to rectify this mistake. I have attached the corrected invoice for your review. It is important to me that we maintain transparency and accuracy in our dealings, and I appreciate your understanding in this matter.

Thank you for your patience and understanding. If there are any further concerns or questions, please feel free to reach out directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]