

Correction Letter for Invoice #12345

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I'm writing to bring to your attention an error regarding Invoice #12345 dated [Insert Original Invoice Date]. Upon review, we noticed that the billed amount does not accurately reflect the agreed terms.

Specifically, the discrepancy lies in [briefly describe the error, e.g., incorrect service charge, quantity, etc.]. The correct amount should be [Insert Correct Amount]. We are attaching the corrected invoice for your reference.

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]