

Invoice Explanation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Explanation for Miscalculated Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address an issue regarding Invoice #[Invoice Number] dated [Invoice Date], which was recently issued to your account.

Upon reviewing our records, we have determined that there was an error in the calculation of the total amount due. The mistake occurred due to [brief explanation of the error, e.g., an incorrect rate applied, an item miscounted, etc.].

As a result, the corrected total amount due is now [Corrected Amount]. We sincerely apologize for any confusion this may have caused and appreciate your understanding as we rectify this oversight.

Enclosed with this letter is the revised invoice reflecting the correct calculations and amounts. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter, and we appreciate your prompt understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]