

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for the confusion surrounding the recent invoice we sent your way.

It seems there was an error on our end that led to some discrepancies in the billing details. I understand how important clarity is in these matters, and I regret any inconvenience this may have caused you.

Please rest assured that we are currently reviewing the invoice to ensure all information is accurate. We will send you a corrected invoice promptly to clear up any misunderstandings.

Thank you for your understanding and patience in this matter. If you have any questions or concerns, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]