

Your Company Name

Your Address Line 1

Your Address Line 2

Your City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Recipient's Name

Recipient's Company Name

Recipient's Address Line 1

Recipient's Address Line 2

Recipient's City, State, Zip Code

Subject: Rectification of Invoice #[Invoice Number]

Dear [Recipient's Name],

We are writing to inform you about an error in Invoice #[Invoice Number] issued on [Date of Invoice]. It has come to our attention that the following discrepancies occurred:

- Incorrect amount billed: [Specify Error]
- Incorrect date of service: [Specify Error]
- Invoice was missing [Detail any missing information]

We sincerely apologize for any inconvenience this may have caused. To rectify this matter, we have reissued a correct invoice #[New Invoice Number] with the accurate details attached below:

- Correct Amount: [Correct Amount]
- Correct Date of Service: [Correct Date]
- All relevant details: [Additional Details]

Please disregard the previous invoice and refer to the attached corrected invoice for your records. Should you have any questions or require further clarification, do not hesitate to contact us at your earliest convenience.

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]