

Dear [Vendor's Name],

I hope this message finds you well. I am writing to sincerely apologize for the errors found in the recent invoice [Invoice Number] dated [Invoice Date]. We value our partnership and take full responsibility for any confusion this may have caused.

Upon reviewing the invoice, we noticed discrepancies regarding [briefly explain the errors, e.g., incorrect amounts, missing items]. We are currently rectifying these mistakes and will send you the corrected invoice by [date].

Your cooperation and understanding during this matter are greatly appreciated, and we assure you that we are taking measures to prevent such issues from happening in the future.

Thank you for your patience and understanding. Should you have any questions or require further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]