

# Letter of Regret for Miscalculated Invoice Amounts

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express our sincerest apologies for the miscalculation found in our recent invoice #[Invoice Number] dated [Invoice Date].

Upon review, we discovered that the amount billed was incorrect due to [brief explanation of the error]. We value your business and strive to maintain transparency in all our transactions, so we regret any confusion this may have caused.

To rectify this, we have issued a revised invoice #[New Invoice Number], reflecting the correct amount of [Correct Amount]. Please find it attached for your reference.

We appreciate your understanding and patience in this matter. Should you have any further questions or require assistance, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]