

# Invoice Correction Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an error in the invoice previously issued to you for the services/products provided on [Insert Date of Original Invoice].

The original invoice number [Insert Original Invoice Number] mistakenly included [briefly describe the error, e.g., incorrect item description, wrong amount, etc.].

The corrected invoice number [Insert Corrected Invoice Number] has been issued and is attached for your reference. The correct details are as follows:

- Item Description: [Correct Item Description]
- Quantity: [Correct Quantity]
- Unit Price: [Correct Unit Price]
- Total Amount: [Correct Total Amount]

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]