

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

Date: [Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

**Subject: Request for Payment Correction for Invoice
#[Invoice Number]**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy regarding Invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the invoice details, I noticed that [describe the discrepancy, e.g., the amount charged, incorrect items, etc.].

For your reference, the correct amount should be [Correct Amount]. Enclosed are the relevant documents supporting this correction for your review.

I kindly request that you update your records and issue a corrected invoice at your earliest convenience. If you require any additional information or clarification, please do not hesitate to contact me directly.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]