

Invoice Correction Notification

Date: **[Date]**

To: **[Recipient's Name]**
[Recipient's Company]
[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a correction made to Invoice Number **[Invoice Number]** issued on **[Original Invoice Date]** for the amount of **[Original Amount]**.

After a thorough review, we identified an error in **[describe the error briefly]**. The corrected invoice is attached for your reference.

The updated details are as follows:

- **Corrected Invoice Number:** [Corrected Invoice Number]
- **Corrected Amount:** [Corrected Amount]
- **Description of Goods/Services:** [Updated Description]

We apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

If you have any questions or require further assistance, please do not hesitate to contact us at **[Your Contact Information]**.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]

Attachment: Corrected_Invoice_[Invoice Number].pdf