

Invoice Processing Error Resolution

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an error that was encountered during the processing of invoice #[Invoice Number], dated [Invoice Date].

Upon review, we have identified the following discrepancies:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

We sincerely apologize for any inconvenience this may have caused and are committed to resolving this issue promptly. Please find attached the correct documentation for your review.

We kindly ask you to verify the corrected information and respond at your earliest convenience so we can proceed with the necessary adjustments. If there are any questions or further clarifications needed, please do not hesitate to reach out to us.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]