

# Apology for Inaccurate Service Invoice

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the inaccuracies present in the service invoice [Invoice Number] dated [Invoice Date]. We take our commitment to providing quality service and accurate billing very seriously, and it appears that an error occurred in this instance.

Please be assured that we are currently investigating the matter to identify the source of the discrepancy and to ensure that it does not happen again in the future. The correct invoice has been attached for your reference, and any overcharges will be promptly reversed.

We appreciate your understanding in this matter and value your continued partnership. Should you have any questions, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]