

Invoice Correction Request

Date: [Insert Date]

To: [Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a correction to invoice #[Invoice Number] dated [Invoice Date] due to discrepancies that I have noticed.

Details of the discrepancies are as follows:

- Incorrect item description: [Describe the issue]
- Incorrect quantity charged: [Describe the issue]
- Incorrect price: [Describe the issue]

In light of these discrepancies, I kindly ask you to review the invoice and issue a corrected version at your earliest convenience.

Thank you for your attention to this matter. Should you have any questions or require further clarification, please do not hesitate to contact me.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]