

Invoice Correction Request

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

I hope this message finds you well. I am writing to request a correction on the invoice [Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I noticed some inaccuracies in the client information.

The mistakes are as follows:

- Incorrect Name: [Incorrect Name] should be corrected to [Correct Name]
- Incorrect Address: [Incorrect Address] should be corrected to [Correct Address]
- Other Corrections: [Details of other mistakes if any]

Could you please issue a corrected invoice at your earliest convenience? Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]