

Invoice Correction Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company 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], which was submitted on [Submission Date].

Upon reviewing the invoice, I noticed that [briefly outline the specific errors or discrepancies]. This correction is essential to ensure compliance with our contractual obligations outlined in [mention relevant contract/reference].

To proceed with this request, I kindly ask that you review the attached documentation supporting this correction. I believe this adjustment will facilitate our mutual understanding and maintain the accuracy of our records.

Thank you for your attention to this matter. I look forward to your prompt response and support.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]