

Invoice Correction Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a correction on Invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the invoice, I noticed that some descriptions require clarifications for accurate record-keeping.

The following items need attention:

- [Item Description 1] - [Clarification Needed]
- [Item Description 2] - [Clarification Needed]
- [Item Description 3] - [Clarification Needed]

Could you please provide the necessary clarifications or corrections at your earliest convenience? This will help us ensure that our records are accurate and that payment can be processed without delay.

Thank you for your prompt attention to this matter. Please feel free to contact me if you need any further information.

Sincerely,
[Your Name]
[Your Position]