

Invoice Correction Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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], as it appears that there are duplicate charges applied to my account.

Upon reviewing the invoice, I noticed that the following items have been charged twice:

- [Description of Item 1] - [Charge Amount]
- [Description of Item 2] - [Charge Amount]

I kindly ask you to investigate this matter and provide a corrected invoice at your earliest convenience. Please let me know if you require any further information or documentation to facilitate this request.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]