

Invoice Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a correction to Invoice #[Invoice Number] dated [Invoice Date]. Upon review, I noticed an error in the amounts billed.

The details of the discrepancies are as follows:

- Item: [Item Description] - Incorrect Amount: [Incorrect Amount] - Correct Amount: [Correct Amount]
- Item: [Item Description] - Incorrect Amount: [Incorrect Amount] - Correct Amount: [Correct Amount]

I kindly ask you to review this matter and issue a corrected invoice at your earliest convenience. Please let me know if you need any further information or documentation to assist in this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]