

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 request a correction to Invoice #[Invoice Number] dated [Invoice Date] due to missing items that were not included in the original invoice.

Upon reviewing the invoice, I noticed that the following items are missing:

- [Missing Item 1 - Description]
- [Missing Item 2 - Description]
- [Missing Item 3 - Description]

These items were part of our order and should be reflected in the invoice. I kindly ask that you issue a corrected invoice at your earliest convenience.

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]