

Invoice Correction Request

Date: [Insert Date]

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

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

Subject: Request for Invoice Correction - Payment Terms Inaccuracy

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]. Upon reviewing the invoice, I noticed discrepancies in the stated payment terms.

The current invoice indicates that payment is due within [Current Payment Terms], whereas our agreed payment terms are [Correct Payment Terms]. This discrepancy may lead to misunderstandings regarding the payment schedule.

Could you please review and update the invoice to reflect the correct payment terms? I appreciate your attention to this matter and look forward to receiving the revised invoice at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]