

Customer Name: [Your Name]

Address: [Your Address]

City, State, Zip: [Your City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

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Date: [Date]

To: [Service Provider's Name]

Company Name: [Service Provider's Company]

Address: [Service Provider's Address]

City, State, Zip: [Service Provider's City, State, Zip]

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Subject: Request for Correction of Invoice [Invoice Number]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to request a correction to invoice [Invoice Number] dated [Invoice Date], regarding the service date noted.

It appears that the service date listed in the invoice is incorrect. The service was actually performed on [Correct Service Date]. I would appreciate it if you could issue a corrected invoice reflecting this change.

Thank you for your attention to this matter. Please feel free to reach out if you need any additional information.

Sincerely,

[Your Name]

[Your Position, if applicable]