Invoice Change Notice

Date: [Insert Date]

To: [Client Name]

Address: [Client Address]

Email: [Client Email]

Dear [Client Name],

We hope this message finds you well. We are writing to inform you of an important update regarding Invoice #[Invoice Number] dated [Original Invoice Date].

Upon review, we have made the following changes to your invoice:

- Original Amount: [Original Amount]
- New Amount: [New Amount]
- Reason for Change: [Brief Explanation]

Please find the updated invoice attached for your records. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]