

Invoice Revision Notification

Dear [Recipient's Name],

We hope this message finds you well. This is to inform you that we have made a revision to Invoice #[Invoice Number], originally issued on [Original Invoice Date].

The details of the revision are as follows:

- **Original Amount:** [Original Amount]
- **Revised Amount:** [Revised Amount]
- **Reason for Revision:** [Reason]

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

If you have any questions, don't hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]