

# Invoice Correction Notification

Dear [Recipient's Name],

We hope this message finds you well. We would like to bring to your attention a correction made to invoice #[Invoice Number] dated [Invoice Date].

The original invoice contained an error regarding [brief description of the issue, e.g., incorrect amount, wrong billing address]. The corrected details are as follows:

- **Correct Amount:** [Correct Amount]
- **Billing Address:** [Correct Billing Address]
- **New Invoice Number:** [New Invoice Number]

We sincerely apologize for any inconvenience this may have caused. Please find the corrected invoice attached for your records.

Should you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]