

Invoice Error Clarification Letter

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

City, State, ZIP: [Recipient City, State, ZIP]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address an error we have identified in invoice #[Invoice Number] dated [Invoice Date].

Upon reviewing the invoice details, we discovered that [briefly explain the error, e.g., incorrect amount charged, duplicated items, etc.]. This was an oversight on our part, and we apologize for any confusion this may have caused.

To rectify this matter, we have attached a revised invoice reflecting the correct details. Please let us know if you have any questions or require further information.

We appreciate your understanding and cooperation in this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]