

# Invoice Number Amending Request

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Vendor Name]  
[Vendor Company Name]  
[Vendor Address]  
[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. We are writing to request an amendment to the invoice number [Insert Invoice Number] that was issued on [Insert Invoice Date].

Due to [briefly explain the reason for the amendment, e.g., billing error, incorrect amount, etc.], we kindly ask that you revise the invoice to reflect the following changes:

- Original Amount: [Insert Original Amount]
- Revised Amount: [Insert Revised Amount]
- Description of Change: [Insert Description]

We appreciate your prompt attention to this matter and look forward to receiving the revised invoice at your earliest convenience. Should you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]