

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Subject: Invoice Number Correction Request

Dear [Client's Name],

I hope this message finds you well. I am writing to request a correction to the invoice number [Original Invoice Number] that was issued on [Invoice Date]. After a thorough review, we realized that the correct invoice number should be [Correct Invoice Number].

Please update your records accordingly and let us know if you need any further information or documentation regarding this correction.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]