

# Request for Invoice Number Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a correction to the invoice number associated with [describe the service/product, date, etc.].

The invoice number in question is [Original Invoice Number], which should be corrected to [Correct Invoice Number]. This correction is necessary for accurate documentation and record-keeping purposes.

Attached to this letter are the relevant documents that support my request for this correction.

Thank you for your attention to this matter. Should you need any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]