

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an amendment to our previously issued invoice [Invoice Number] dated [Original Invoice Date].

Upon review, we identified some discrepancies in the invoice details. Please find the revised invoice attached, which includes the following updates:

- Corrected item description for [Item Name or Description].
- Updated quantity from [Original Quantity] to [Revised Quantity].
- Adjusted total amount to [Revised Total Amount].

We apologize for any inconvenience this may have caused. Your understanding and prompt attention to this matter are greatly appreciated.

If you have any questions or require further clarification, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]