

# Invoice Correction Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Email: [Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a correction to Invoice #[Insert Invoice Number] issued on [Insert Invoice Date]. Upon reviewing the details, I noticed the following discrepancies:

- Incorrect Item: [Describe the incorrect item]
- Correct Item: [Describe the correct item]
- Incorrect Amount: [Insert incorrect amount]
- Correct Amount: [Insert correct amount]

To facilitate prompt processing, here are the updated details:

Invoice Number: [Updated Invoice Number]

Invoice Date: [Updated Invoice Date]

Updated Amount: [Updated Amount]

I would appreciate your prompt attention to this matter and kindly request a revised invoice reflecting the changes listed above. Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]