

# Invoice Reissue Confirmation

Date: [Current Date]

To:

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to formally reissue Invoice #[Original Invoice Number], originally dated [Original Invoice Date]. We have identified the following corrections that need to be addressed:

## Corrections Details:

- **Item Description:** [Incorrect Description] changed to [Correct Description]
- **Quantity:** [Incorrect Quantity] changed to [Correct Quantity]
- **Unit Price:** [Incorrect Price] changed to [Correct Price]
- **Total Amount:** [Incorrect Total] changed to [Correct Total]

Enclosed with this letter is the revised invoice reflecting these corrections. We apologize for any inconvenience caused and appreciate your understanding.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

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