

Correction Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an error that was discovered in our recent invoice #[Invoice Number]. The invoice dated [Invoice Date] contained inaccuracies regarding the [details of the mistake, e.g., quantity, price, or service].

Specifically, the mistake was as follows:

- Correction: [Describe the correction]
- Original Amount: [Original Amount]
- Corrected Amount: [Corrected Amount]

We sincerely apologize for any confusion this may have caused and have attached a corrected invoice #[New Invoice Number] for your records. Please feel free to reach out if you have any questions or concerns regarding this matter.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]