

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention an error I have identified in invoice #[Invoice Number] dated [Invoice Date]. The total amount stated appears to be incorrect due to [brief explanation of the error].

Could you please review the invoice and provide a corrected version at your earliest convenience? If additional information or clarification is required from my end, feel free to reach out.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]