

Invoice Error Correction Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an error in invoice #[Invoice Number] dated [Invoice Date].

The issue appears to be [describe the error, e.g., incorrect amount, missing items, etc.]. According to my records, the correct information should be [provide the correct details].

I kindly request that the necessary corrections be made and a revised invoice be issued at your earliest convenience. Please let me know if you require any further information or documentation to assist in resolving this matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]