

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an amendment to invoice number [Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I noticed that [briefly explain the specific issue, e.g., "the amount charged does not reflect the agreed-upon pricing"].

To ensure accurate records and prompt payment, I would appreciate it if you could revise the invoice to reflect the corrected amount of [Correct Amount].

Thank you for your attention to this matter. I look forward to your prompt response and a revised invoice at your earliest convenience.

Sincerely,

[Your Name]