

# Apology for Inaccurate Invoice Details

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the inaccuracies in the invoice [Invoice Number] sent to you on [Date].

Upon review, we discovered that [briefly explain the inaccuracies, e.g., the amount charged, description of services/products, etc.]. This was an oversight on our part, and we deeply regret any confusion this may have caused.

We have corrected the invoice and attached the accurate version for your records. The correct details are as follows:

- **Invoice Number:** [Correct Invoice Number]
- **Amount:** [Correct Amount]
- **Description:** [Correct Description]

We value your partnership and appreciate your understanding in this matter. If you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for your patience.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]