

Invoice Correction Apology

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to sincerely apologize for the error found in Invoice #[Invoice Number], dated [Invoice Date]. Upon review, we discovered that [briefly describe the error, e.g., an incorrect amount or wrong item description].

We understand the importance of accurate billing and regret any inconvenience this may have caused. Enclosed with this letter, please find the corrected invoice reflecting the accurate charges. Invoice #[Corrected Invoice Number] is attached for your records.

Thank you for your understanding and patience in this matter. If you have any questions or concerns, please feel free to contact us at [Your Contact Information].

Once again, we apologize for the oversight and appreciate your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]