

# Invoice Oversight Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to acknowledge an oversight regarding invoice #[Invoice Number] dated [Invoice Date] for [Describe Services or Goods]. After reviewing our records, we found discrepancies that do not align with our initial agreement.

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding as we rectify this situation. Please allow us time to correct the error and issue a revised invoice to you promptly.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]