

# Subject: Notification of Invoice Error

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an error we discovered in Invoice #[Invoice Number] dated [Invoice Date]. We sincerely apologize for any inconvenience this may have caused.

The mistake occurred due to [brief explanation of the mistake], which resulted in [explanation of the impact, e.g., incorrect amount]. We have adjusted the invoice to reflect the correct amount of [Correct Amount].

Attached to this email is the revised invoice for your records. Please feel free to reach out if you have any questions or require further clarification.

Once again, we apologize for any confusion this may have caused and appreciate your understanding.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]