

Invoice Revision Submission

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally submit a revision of Invoice #[Insert Invoice Number] originally sent on [Insert Original Invoice Date].

Upon reviewing the invoice, we identified some discrepancies that need to be corrected:

- [Specify the issue with the invoice]
- [Specify any other relevant details]

Attached to this email, you will find the revised invoice for your consideration. We kindly ask you to review this document at your earliest convenience and let us know if there are any further adjustments needed.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]