

# Invoice Change Notification

Date: [Insert Date]

To: [Auditor's Name]

[Auditor's Firm Name]

[Firm Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are writing to inform you of a recent change made to our invoice with reference number [Invoice Number] dated [Original Invoice Date].

The changes made are as follows:

- Original Amount: [Original Amount]
- Revised Amount: [Revised Amount]
- Reason for Change: [Reason]

We apologize for any inconvenience this may cause and appreciate your understanding. Please update your records accordingly.

If you have any questions or require further information, do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]