

Invoice Correction Alert

Dear [Accounts Payable Team],

This is to inform you of a correction required for Invoice #[Invoice Number] dated [Invoice Date].

Details of the correction are as follows:

- **Original Amount:** [Original Amount]
- **Corrected Amount:** [Corrected Amount]
- **Reason for Correction:** [Reason]

Please update your records accordingly and let us know if you require any further information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]