

Subject: Modification to Invoice #12345

Dear [Partner Name],

We hope this message finds you well. We are writing to inform you of a modification to invoice number #12345 issued on [Issue Date].

The following changes have been made:

- **Item Description:** [Old Description] changed to [New Description]
- **Quantity:** [Old Quantity] changed to [New Quantity]
- **Total Amount:** [Old Amount] changed to [New Amount]

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. The updated invoice will be sent to you shortly.

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

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]