

# Updated Invoice Details

Dear [Billing Department],

We are writing to provide you with the updated details for Invoice #[Invoice Number], originally issued on [Original Issue Date]. Please find the revised information below:

## Invoice Details

- **Invoice Date:** [New Invoice Date]
- **Due Date:** [New Due Date]
- **Total Amount Due:** \$[New Amount]

## Changes Made

[Brief description of the changes made]

Please update your records accordingly. If you have any questions or require further information, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]