

Application for Corrected Invoice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a corrected invoice for the transaction completed on [Date of Transaction], with invoice number [Invoice Number].

Upon reviewing the invoice, I noticed the following discrepancies:

- [Describe the discrepancy 1]
- [Describe the discrepancy 2]

To maintain accurate records, I would appreciate your prompt attention in issuing a revised invoice reflecting the necessary corrections.

Thank you for your cooperation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Name]