

Invoice Summary Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of a correction that needs to be made to the invoice summary dated [Insert Invoice Date], Invoice Number: [Insert Invoice Number].

Upon reviewing the invoice details, I noticed the following discrepancies:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

We kindly request that these corrections be made at your earliest convenience to ensure our records remain accurate.

Thank you for your attention to this matter. Please feel free to contact me if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Company]