

Invoice Details Amendment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an amendment to the invoice details for Invoice Number [Insert Invoice Number] dated [Insert Date].

The following changes need to be made:

- Original Detail: [Original Detail]
- Correction: [Correct Detail]

Attached to this email is a copy of the original invoice for your reference.

Please let me know if you need any further information or clarification regarding this amendment request. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]