

Invoice Error Rectification

Date: [Date]

To:

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an error found in Invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, we noted the following discrepancies:

- [Description of Error 1]
- [Description of Error 2]
- [Description of Error 3]

We sincerely apologize for any inconvenience this may have caused. To rectify this, we have corrected the invoice and attached the revised version for your records. The updated total is [New Total].

Please feel free to reach out to us if you have any questions or need further clarification. Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]