

Invoice Correction Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a correction to invoice #[Invoice Number], issued on [Invoice Date]. Upon reviewing the invoice, I noticed the following discrepancies:

- [Description of the first error]
- [Description of the second error]
- [Additional errors as necessary]

To ensure accurate accounting records, I would appreciate it if you could issue a revised invoice reflecting the correct information. If you need any further details or clarifications, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]