

Invoice Amendment Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address Line 1]
[Recipient Company Address Line 2]
[Recipient City, State, Zip Code]

Subject: Amendment to Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. We are writing to inform you of an amendment to Invoice #[Invoice Number], originally dated [Original Invoice Date].

The following adjustments have been made:

- [Detail of Amendment 1]
- [Detail of Amendment 2]
- [Detail of Amendment 3]

The revised invoice total is now [New Total Amount]. Please find the updated invoice attached for your records.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]