

Letter of Rectified Invoice Issuance

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that a rectified invoice has been issued for your records. This is in regards to Invoice Number [Original Invoice Number], dated [Original Invoice Date].

The discrepancies identified have been corrected, and the new invoice is attached for your convenience.

Please find the rectified invoice with the following details:

- New Invoice Number: [New Invoice Number]
- Date of Issue: [New Invoice Date]
- Total Amount: [Total Amount]

We apologize for any inconvenience this may have caused and appreciate your understanding. Should you have any questions, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

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