

Invoice Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a correction to the invoice dated [Insert Invoice Date], with invoice number [Insert Invoice Number].

Upon reviewing the invoice, I noticed the following discrepancies:

- [Describe the discrepancy 1]
- [Describe the discrepancy 2]
- [Describe the discrepancy 3]

To facilitate timely processing, I kindly ask you to issue a corrected version of the invoice at your earliest convenience. If you require any further information or documentation from my side, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]