

Invoice Correction Request

Date: [Insert Date]

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

[Recipient Name]
[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 Invoice #[Invoice Number] dated [Date of Invoice].

Upon reviewing the invoice, I noticed the following discrepancies:

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

I kindly ask that you review the invoice and issue a corrected version at your earliest convenience. Please let me know if you require any additional information to facilitate this request.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]