

# Invoice Error Explanation

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address an error that was identified on Invoice #[Invoice Number] issued on [Invoice Date]. We strive for accuracy in our billing, and I sincerely apologize for any confusion this may have caused.

The specific error pertains to [describe the error, e.g., incorrect item description, wrong quantity, pricing error, etc.]. The corrected details are as follows:

- Correct Item Description: [Correct Item Description]
- Correct Quantity: [Correct Quantity]
- Correct Price: [Correct Price]

We have updated our records to reflect these corrections, and I have attached a revised invoice for your reference.

Thank you for your understanding and patience as we resolve this matter. Should you have any further questions or need clarification, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]