

Letter of Manual Pricing Correction

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Manual Pricing Correction for Invoice #[Invoice Number]

We hope this message finds you well. We are writing to notify you concerning a pricing error that was identified in the invoice #[Invoice Number] dated [Invoice Date].

Upon review, it has come to our attention that the manual pricing applied did not align with our agreed terms. The correct pricing should be [Insert Correct Amount], rather than the billed amount of [Insert Incorrect Amount].

We sincerely apologize for this oversight and the inconvenience it may have caused. We have initiated the necessary corrections and enclosed a revised invoice reflecting the accurate pricing.

Please feel free to reach out if you have any questions or require further assistance. Thank you for your understanding and support in this matter.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]