

Date: [Insert Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Adjustment of Invoice Overcharge and Updated Bill

Dear [Recipient Name],

We would like to extend our sincere apologies for the error identified in the recent invoice ([Original Invoice Number]) dated [Invoice Date], which was sent to your company for the amount of [Original Billed Amount].

Upon review of our records, we discovered that an overcharge occurred due to [briefly describe reason for the overcharge, e.g., "a data entry error in the quantity billed"]. We deeply regret any inconvenience this may have caused.

Please find attached an updated invoice (Invoice No: [Corrected Invoice Number]) reflecting the correct amount of [Corrected Amount]. The difference of [Overcharged Amount] has been deducted from the original invoice, bringing your total due to [Corrected Amount].

We appreciate your understanding and prompt attention to this adjustment. If you have already made payment based on the previous invoice, please contact us at [Your Contact Information] so that we can arrange a refund or credit as per your preference.

Thank you for your continued business and trust in us. Should you have any questions or require further clarification, do not hesitate to reach out.

Sincerely,

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