

This template provides a professional and courteous **apology letter for wrong invoice date**, designed to address and rectify errors in billing communication. It includes a clear acknowledgment of the incorrect invoice date, an apology for any inconvenience caused, and a commitment to correct the mistake promptly. Using this template helps maintain strong client relationships by demonstrating accountability and ensuring transparency in financial transactions.

Apology Letter for Wrong Invoice Date

[Your Company Letterhead]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[Client City, State, ZIP Code]

Dear [Client Name],

I am writing to sincerely apologize for the error in the invoice dated **[Incorrect Date]** that was recently sent to you. We have realized that the invoice should have been dated **[Correct Date]** instead.

We understand how important accurate invoicing is for your records and business processes. We are very sorry for any inconvenience or confusion this may have caused you or your accounting team.

Please find the corrected invoice attached to this letter. We kindly ask that you refer to this updated invoice for your records and disregard the previous version.

If you have already processed payment or have any questions regarding this change, please contact us at [Your Contact Information], and we will be happy to assist.

We value your business and appreciate your understanding in this matter. Thank you for your attention, and we apologize again for any inconvenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]