

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Invoice Adjustment Due to Overcharge (Invoice #/[Invoice Number])

Dear [Recipient's Name],

I am writing to formally request an adjustment to the invoice referenced above, dated [Invoice Date]. Upon review, it has come to my attention that there is an overcharge in the billed amount which requires correction to ensure accurate payment.

Specifically, the item/service(s) listed as [Describe the Item/Service and Quantity] were billed at [\$Billed Amount], whereas, as per our agreement/contract dated [Contract Date], the correct rate should be [\$Correct Amount]. Please find attached supporting documentation, including copies of the contract and a detailed breakdown of the calculations.

The total overcharged amount is [\$Overcharge Amount]. Therefore, the revised total for the invoice should be [\$Revised Invoice Total]. I kindly request that you issue a corrected invoice reflecting the accurate charge as soon as possible.

Timely adjustment of this invoice will help maintain transparent financial records and facilitate prompt payment. Should you require any further information or clarification regarding this matter, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]

Attachments: [List any supporting documents, e.g., original invoice, contract, calculation sheet]