

# Sample Adjustment Letter for Incorrect Invoice Amount

[Your Company Letterhead]

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Correction of Invoice Amount – Invoice #[Invoice Number]

We appreciate your continued partnership with [Your Company Name]. We are writing to address a discrepancy found in our recent invoice # [Invoice Number], dated [Invoice Date], which we received on [Date of Receipt].

Upon review, we noticed an incorrect amount listed for [description of goods/services]. The invoice states a total of [Incorrect Amount], whereas the correct amount should be [Correct Amount]. Please find attached the supporting documents outlining the correct charges.

We kindly request that you issue a revised invoice reflecting the accurate total. If payment has already been processed, we would appreciate your guidance on how to proceed with adjustments or credit notes.

We value our relationship and are committed to maintaining transparent and accurate financial records. Please do not hesitate to contact us at [Your Phone Number] or [Your Email Address] should you require further information or clarification.

Thank you for your prompt attention to this matter. We look forward to your reply and the corrected invoice.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]

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**Enclosures:** (1) Copy of Original Invoice, (2) Supporting Documentation