

Sample Adjustment Letter for Undercharged Invoice

[Your Company Letterhead]

Date: [Date]

Customer Name: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We hope this letter finds you well. We are writing regarding your invoice number [Invoice Number], dated [Invoice Date]. During a recent review of our records, we discovered an inadvertent undercharge in the amount billed.

The original invoice amount was \$[Original Amount], however, the correct total should have been \$[Correct Amount]. The difference of \$[Difference Amount] was due to [briefly explain reason for undercharge, e.g., a clerical error, omitted item/service, etc.].

We sincerely apologize for any inconvenience this oversight may have caused. In order to correct this error, we kindly request payment for the outstanding balance of \$[Difference Amount]. Please find the adjusted invoice attached for your records.

We value your business and appreciate your prompt attention to this matter. If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Note: Please customize the fields in brackets with your actual information before sending this letter.