

Apology Letter for Error in Company Name on Invoice

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to sincerely apologize for the recent error concerning the company name printed on Invoice # [Invoice Number], dated [Invoice Date], which was sent to you.

We understand that accurate invoicing is essential for your records, and we regret any confusion or inconvenience this oversight may have caused. The mistake occurred due to [briefly explain the reason if appropriate, e.g., a clerical error during data entry], and we take full responsibility for this error.

Please be assured that we have already corrected the error in our records and have attached the revised invoice with the correct company name for your reference. We are also implementing additional checks in our invoicing process to prevent similar errors from occurring in the future.

We value your business and greatly appreciate your understanding and patience regarding this matter. If you have any further questions or require additional assistance, please do not hesitate to contact us at [Your Contact Information].

Once again, we apologize for any inconvenience this may have caused and thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]