

Apology Letter for VAT Miscalculation on Invoice

Date: [Insert Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, ZIP Code]

Subject: Apology for VAT Miscalculation on Invoice #[Invoice Number]

Dear [Client's Name],

We are writing to sincerely apologize for an error identified in the calculation of Value Added Tax (VAT) on Invoice #[Invoice Number], dated [Invoice Date].

Upon thorough review, we discovered that the VAT amount on the mentioned invoice was incorrectly calculated due to [briefly explain cause, if appropriate, e.g., a clerical mistake/software issue]. We deeply regret any inconvenience or confusion this may have caused.

To rectify this, please find attached the corrected invoice reflecting the accurate VAT calculation. Kindly disregard the original invoice and use the revised version for your records and any payments due.

We value your business relationship and remain committed to providing transparent and accurate documentation at all times. Should you have already processed the payment based on the original invoice, please contact us at your earliest convenience so we can promptly resolve any discrepancies.

Once again, we apologize for this oversight and appreciate your understanding. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]