

Apology Letter for Wrong Invoice Number Issued

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position, if applicable]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to sincerely apologize for an error that occurred in the recent invoice we issued to you. Due to an oversight, the invoice was assigned an incorrect invoice number: **[Incorrect Invoice Number]**.

We understand the importance of accurate documentation for your financial records and regret any inconvenience or confusion this may have caused. Please note that the correct invoice number should be **[Correct Invoice Number]**. We have attached the revised invoice to this letter for your reference.

Rest assured, we have reviewed our procedures to prevent similar errors from occurring in the future. We greatly appreciate your understanding and cooperation in this matter.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your patience and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]