

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address] | [Phone Number]

Date: **[Date]**

Invoice Number: **[Invoice #]**

To:

[Customer Name]

[Customer Company Name, if applicable]

[Customer Address]

[City, State, ZIP Code]

Subject: **Invoice Adjustment Due to Overcharge**

Dear [Customer Name],

We are writing regarding Invoice No. **[Invoice #]** dated **[Invoice Date]**. During a recent review of our records, we discovered an error in the amount billed to you.

Specifically, you were inadvertently overcharged for [briefly describe product/service and reason for overcharge, if known]. The original amount billed was **\$(Original Amount)**, while the correct charge should have been **\$(Corrected Amount)**.

Please find the corrected invoice attached to this letter. The adjustment reflects a credit of **\$(Amount Overcharged)**. If you have already paid the original invoice:

- A refund of **\$(Amount Overcharged)** will be processed to your original method of payment within [Refund Processing Timeframe].
- Alternatively, a credit will be applied to your account, which can be used toward future payments if you prefer.

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding as we strive to ensure accuracy and transparency in our billing processes. Should you have any questions or require further assistance, please do not hesitate to contact us at [Contact Email/Phone].

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]