

Your Company Name
123 Business Street
City, State ZIP
Phone: (123) 456-7890
Email: contact@yourcompany.com

Date: June 14, 2024

Recipient Name
Client Company
456 Client Avenue
City, State ZIP

Subject: Adjustment for Overcharge – Amended Invoice Attached

Dear [Recipient Name],

We appreciate your continued partnership with [Your Company Name].

Upon review of your recent invoice (Invoice #: INV-2024-123), we discovered an overcharge in the billing amount due to a clerical error. We sincerely apologize for any inconvenience this may have caused.

Please find attached an amended invoice that accurately reflects the corrected charges. The adjustment has resulted in a revised total, and all relevant details are outlined in the updated document.

At [Your Company Name], we are committed to transparency and accuracy in all our transactions. If you have already made a payment based on the original invoice, our accounts department will process a refund for the overcharged amount promptly. Should you have any questions or require further assistance, please do not hesitate to contact us.

We value your business and are dedicated to maintaining the highest standards of service.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]

Attachment: Amended Invoice

Invoice #: INV-2024-123 (Amended)
Date: June 14, 2024
Billed To: Client Company
Address: 456 Client Avenue, City, State ZIP

Description	Original Amount	Adjusted Amount
Consulting Services – May 2024	\$2,500.00	\$2,200.00
Office Supplies	\$300.00	\$300.00
Travel Expenses	\$250.00	\$250.00
Total	\$3,050.00	\$2,750.00

Comments: Adjustment made to consulting services charges as per review. Please remit payment according to the adjusted total.

If you have already processed payment based on the original amount, please contact our accounts team at (123) 456-7890 or accounts@yourcompany.com for refund processing.

