

[Your Company Letterhead]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]

[Date]

[Customer Name]
[Customer Address]
[City, State, ZIP Code]

Subject: Adjustment for Overcharged Invoice – Account Discrepancy

Dear [Customer Name],

We sincerely appreciate your business and the opportunity to serve you. We are writing to address a recently discovered account discrepancy concerning invoice number [Invoice Number], dated [Invoice Date].

Upon review of your billing statement, it has come to our attention that you were overcharged in the amount of **\$[Overcharged Amount]**, exceeding the agreed price for the goods/services provided. Please accept our apologies for this oversight.

The original invoice amount: **\$[Billed Amount]**

Agreed contract price: **\$[Correct Amount]**

Overcharged difference: **\$[Overcharged Amount]**

To rectify this error, we have issued an adjustment to your account in the amount of **\$[Overcharged Amount]**. Your updated account balance is now **\$[Correct Amount]**. A corrected invoice and updated statement are enclosed for your records.

We value your trust and are committed to maintaining transparency in all transactions. Should you have any questions or need further clarification regarding this adjustment, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter and for your continued business.

Sincerely,
[Your Name]
[Your Position]
[Company Name]

Enclosures: Corrected Invoice, Updated Account Statement