

Apology Letter for Tax Miscalculation on Invoice

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to sincerely apologize for a mistake discovered in the calculation of tax on invoice # [Invoice Number] dated [Invoice Date], which was recently sent to you.

Upon careful review, we found that the tax amount was incorrectly calculated due to [briefly explain the reason, e.g., a clerical error, system issue, etc.]. We deeply regret this oversight and any inconvenience it may have caused you.

To correct this, we have attached a revised invoice with the accurate tax information. Please use the updated document for your records. If a payment was already made based on the previous invoice, kindly let us know, and we will arrange for the necessary adjustments or refund, as appropriate.

We value your business and sincerely apologize for any confusion or inconvenience this error may have created. Please be assured that we have taken steps to prevent similar issues in the future.

If you have any questions or require further assistance, please do not hesitate to contact me directly at [your direct contact information].

Thank you very much for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]