

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

[Date]

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

Subject: Adjustment for Incorrect Overcharge and Revised Invoice

Dear [Customer Name],

We hope this letter finds you well. We are reaching out regarding invoice number **[Invoice Number]** dated **[Original Invoice Date]**.

Upon our recent review, we discovered an error in the amount charged on your original invoice. Specifically, you were inadvertently overcharged by **[Amount Overcharged]**. We sincerely apologize for any inconvenience or confusion this may have caused.

To rectify this mistake, we have enclosed a corrected invoice (number **[Revised Invoice Number]**) reflecting the accurate charges. The total due has been revised to **[Correct Amount]**. Please find the revised invoice attached for your records and reference.

If you have already paid the original amount, a refund of **[Amount Overcharged]** will be processed to your original payment method within [number] business days. If you have not yet made payment, please use the revised invoice for your records.

We greatly value your business and appreciate your understanding as we address this issue. If you have any questions or require additional assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your continued trust in [Your Company Name].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]

*Enclosure: Revised Invoice [Revised Invoice Number]*