

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number] | [Email Address]

Date: [Date]

[Customer Name]

[Customer Company Name]

[Customer Address]

[City, State, ZIP Code]

Subject: Adjustment to Invoice #[Original Invoice Number] and Issuance of Credit Note

Dear [Customer Name],

We would like to thank you for your continued business with **[Your Company Name]**. We strive to maintain a high standard of service and accuracy in our billing processes.

Upon our recent review, we discovered an error in invoice number **[Original Invoice Number]** dated **[Invoice Date]**, which resulted in an incorrect billed amount.

Please accept our apologies for any inconvenience this may have caused. To correct this, we have issued a credit note as detailed below:

Credit Note Details:

Credit Note Number: **[Credit Note Number]**

Original Invoice Number: **[Original Invoice Number]**

Original Invoice Amount: **[Original Amount]**

Corrected Amount: **[Corrected Amount]**

Credited Amount: **[Credited Amount]**

Credit Note Date: **[Credit Note Date]**

The corrected total due is now **[Corrected Amount]**. Please find the attached credit note for your records. Our accounting team has also updated your account accordingly.

We value your partnership and remain committed to transparent and accurate business transactions. Should you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

This letter and credit note serve as formal documentation for invoice adjustment and your accounting records.