

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address]

[City, State ZIP Code]

Subject: Invoice Adjustment for Overcharged Invoice #[Invoice Number]

Dear [Recipient Name],

We appreciate your continued business relationship with [Your Company Name]. We are writing to address a recent oversight identified on the invoice #[Invoice Number] dated [Invoice Date].

Upon reviewing the invoice, we found discrepancies resulting in an overcharge on the following items:

- **Item Description:** [Item 1 Description]
Quantity: [Qty]
Original Amount Charged: \$[Amount]
Corrected Amount: \$[Correct Amount]
- **Item Description:** [Item 2 Description]
Quantity: [Qty]
Original Amount Charged: \$[Amount]
Corrected Amount: \$[Correct Amount]

The overcharged amounts occurred due to [brief explanation of reason, e.g., "a clerical error in data entry" or "an incorrect pricing update"]. We sincerely apologize for any confusion or inconvenience this may have caused.

To rectify this, we have prepared an adjusted invoice, which now accurately reflects the corrected amounts. The new total due is \$[Adjusted Total], replacing the previous total of \$[Original Total]. Please find the revised invoice attached for your records.

If you have already settled the original amount, the overcharged difference of \$[Overcharge Amount] will be promptly refunded, or we can apply a credit to your account as preferred.

Thank you for your understanding and your trust in our services. We are committed to transparency and accuracy in our billing processes. If you have any further questions or need assistance, please contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]