

Date: [Insert Date]

To:

[Client Name]

[Client Company]

[Client Address]

Subject: Apology and Invoice Adjustment for Miscalculation

Dear [Client Name],

I am writing to express our sincere apologies regarding a recent miscalculation identified in your invoice #[Invoice Number], originally issued on [Original Invoice Date]. Upon conducting a detailed review, we found an error in the calculation of [briefly describe nature of miscalculation, e.g., the service charge, product quantity, discount applied, etc.].

We understand the importance of accuracy in our billing and regret any inconvenience or confusion this may have caused. Maintaining your trust and confidence is of utmost importance to us, and we take these matters very seriously.

To rectify this mistake, we have promptly issued an updated invoice reflecting the correct amount. Please find the revised invoice attached for your reference. Should there be any implications regarding recent payments, credits or adjustments, we will ensure these are processed as quickly as possible.

We appreciate your understanding and patience as we resolve this matter. If you have any questions or require further clarification, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your continued partnership and trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]