

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State ZIP Code]

Dear [Customer Name],

Subject: Adjustment for Invoice #[Invoice Number] – Price Discrepancy after Tax Inclusion

We appreciate your attention to detail and thank you for bringing to our notice a discrepancy in your recent invoice # [Invoice Number], dated [Invoice Date].

Upon reviewing the transaction, we discovered that the final price was affected due to an incorrect calculation of the applicable sales tax. The tax was inadvertently included twice, resulting in an overcharge on your total balance.

Please find below a summary of the original and corrected invoice:

- **Original Invoice Amount (Including Tax):** [Original Amount]
- **Corrected Invoice Amount (Accurate Tax):** [Corrected Amount]
- **Amount Overcharged:** [Overcharged Amount]

To rectify this issue, we have processed a refund/credit of [Overcharged Amount] to your account. Please allow [X] business days for this adjustment to reflect on your statement.

We sincerely apologize for any inconvenience this may have caused and assure you that steps have been taken to prevent a recurrence. Your trust is important to us, and we are committed to delivering transparent and accurate billing.

If you have any further questions or concerns, please do not hesitate to contact our customer service team at [Customer Service Phone/Email].

Thank you for your understanding and continued business.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]