

[Your Company Letterhead]

[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address] | [Phone Number]
[Date]

[Client Name]

[Client Company Name]
[Client Address]
[City, State, ZIP Code]

Subject: Adjustment for Overcharged Invoice #[Invoice Number] with Credit Note

Dear [Client Name],

Thank you for your valued business and for bringing the recent billing discrepancy to our attention. We appreciate your prompt communication regarding **Invoice #[Invoice Number]**, dated [Invoice Date].

Upon careful review, we have confirmed an overcharge on the referenced invoice amounting to **[Overcharged Amount]**. This error occurred due to [brief explanation of the cause, e.g., an incorrect pricing entry for Item XYZ]. We sincerely apologize for any inconvenience this may have caused.

To rectify this issue, we have issued a **Credit Note #[Credit Note Number]** for the excess amount of **[Overcharged Amount]**. Please find the attached credit note for your records. This can be applied toward your future purchases or deducted from your outstanding balance as preferred.

We are committed to maintaining transparent and accurate financial records, and we thank you for your understanding. Should you require any further clarification or assistance, please do not hesitate to contact us directly.

Once again, we apologize for the oversight and appreciate your continued trust in our services.

Sincerely,

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