

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Dear [Customer Name],

Subject: Adjustment to Invoice #[Insert Invoice Number] – Correction of Overcharge

We value your business and strive to maintain the highest standards of service and transparency. We are writing to inform you of an error recently identified on your invoice #[Insert Invoice Number], dated [Insert Invoice Date].

Upon reviewing your account, we discovered that you were inadvertently overcharged in the amount of [Insert Overcharged Amount] due to [briefly describe the reason, e.g., "a clerical error in processing your billing"].

We sincerely apologize for any inconvenience this may have caused. To correct this mistake, we have issued a revised invoice reflecting the accurate charges:

Description	Original Amount	Revised Amount
Subtotal	[Insert Original Subtotal]	[Insert Revised Subtotal]
Tax	[Insert Original Tax]	[Insert Revised Tax]
Total Due	[Insert Original Total]	[Insert Revised Total]

The corrected total amount due is now **[Insert Revised Total]**. Please disregard the previous invoice and refer to the attached revised invoice when making your payment.

We appreciate your understanding and patience regarding this matter. If you have already submitted payment based on the original invoice, please contact our billing department at [Insert Contact Information] to arrange for a prompt refund or credit adjustment.

Thank you for bringing this to our attention and for allowing us the opportunity to resolve it quickly. We value your continued trust in our company and are committed to ensuring fair and accurate transactions.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]