

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to formally apologize for an error in the invoice we recently issued to you, invoice number [Invoice Number], dated [Invoice Date].

Upon review, we discovered that there was a miscalculation in the invoice total. Our team has thoroughly investigated this matter and determined that [briefly explain the cause of the miscalculation, e.g., "an incorrect rate was applied to one of the billed items" or "a line item was inadvertently duplicated"]. We sincerely regret any inconvenience or confusion this may have caused.

The original invoice total was: **[Incorrect Amount]**

The corrected invoice total is: **[Corrected Amount]**

Please find attached the revised invoice for your records. If payment has already been processed, we will promptly arrange for a refund of the difference. If you have not yet made payment, please refer to the corrected total moving forward.

We take accuracy and transparency very seriously at [Your Company Name]. In response to this mistake, we are implementing additional review procedures to ensure similar errors do not occur in the future.

Thank you for your understanding and for your continued trust in our company. Should you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Email Address] or [Your Phone Number].

Once again, please accept our sincere apologies for this error.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]