

Sample Adjustment Letter for Invoice with Wrong Customer Details

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Adjustment â€” Incorrect Customer Details on Invoice #[Invoice Number]

Dear [Recipient's Name],

I am writing to bring to your attention an error that was found in Invoice #[Invoice Number], dated [Invoice Date]. We have noticed that the customer details listed on the invoice do not accurately reflect our company's information.

The incorrect details are as follows:
[List Incorrect Details Here]

The correct customer details should be:
[List Correct Customer Details Here]

We kindly request that you issue a revised invoice with the accurate information at your earliest convenience. Maintaining correct billing records is essential for our accounts and ensures that both our companies can proceed smoothly with future financial transactions.

Please confirm once the revised invoice has been sent. Should you have any questions or require further clarification, feel free to contact me directly at [Your Contact Information].

Thank you very much for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]