

Date: [Insert Date]

Recipient Name

Recipient Address

City, State, ZIP Code

Subject: Adjustment of Billing Error and Issuance of Revised Invoice

Dear [Recipient Name],

We appreciate your continued business and value the trust you place in our company. We are writing to inform you of an overcharge that occurred in your most recent invoice (Invoice Number: **[Insert Invoice Number]**) dated **[Insert Date]**.

Upon careful review of our records, we discovered that you were accidentally billed an excess amount of **[Insert Overcharged Amount]** due to **[briefly explain reason, e.g., a data entry error, system miscalculation, etc.]**. We sincerely apologize for any inconvenience this may have caused.

Please find attached a **revised invoice (Invoice Number: [Insert Revised Invoice Number])** reflecting the accurate charges. The corrected total amount due is **[Insert Corrected Amount]**. If you have already made payment based on the previous invoice, the excess amount will be promptly refunded or credited to your account, depending on your preference.

We strive to maintain transparency and ensure all our financial transactions are accurate. We apologize for this oversight and any disruption it may have caused to your accounting process.

Should you have any questions or require further assistance, please contact our billing department at **[Insert Contact Information]**. Thank you for your understanding and for giving us the opportunity to correct this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

Attachment: Revised Invoice

(Please see the attached updated invoice reflecting the accurate charges. If the letter is being delivered electronically, include a link or PDF attachment.)