

# Apology Letter for Omission of Product on Invoice Sample

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Dear [Customer Name],

Subject: Apology for Omission of Product on Your Invoice

We are writing to sincerely apologize for an oversight in your recent invoice, number [Invoice Number], dated [Invoice Date]. It has come to our attention that [Product Name/Description] was inadvertently omitted from your invoice.

We deeply regret any confusion or inconvenience this may have caused. Upon reviewing your order, we have identified the error and have attached a revised invoice which accurately reflects all the products you ordered.

Please rest assured that we are taking appropriate measures to prevent such errors in the future. Your satisfaction and trust are very important to us, and we are committed to providing you with the highest standard of service.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Details].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position/Title]

[Company Name]

[Phone Number]

[Email Address]