

[Your Company Letterhead]

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Subject: Amendment to Previous Statement – Corrected Information

Dear [Recipient Name],

We appreciate your continued partnership with [Your Company Name]. We are writing to inform you of an adjustment made to your previously issued financial statement dated [original statement date].

Upon our recent review/audit, we identified certain discrepancies regarding [briefly describe the nature of the discrepancy, e.g., invoice amounts, transaction dates, service descriptions]. We sincerely apologize for any inconvenience this may have caused and wish to provide you with the correct information.

Please find enclosed/attached the amended statement outlining the relevant corrections. The following adjustments have been made:

- **Original Statement Reference:** [Reference Number or Date]
- **Description of Change(s):** [Brief Description of Each Correction]
- **Updated Balance (if applicable):** [New Balance/Amount]

Kindly review the amended statement at your earliest convenience. Should you require further clarification or assistance regarding these changes, please do not hesitate to contact our billing department at [contact email/phone number].

We value your business and thank you for bringing this matter to our attention, allowing us to ensure the accuracy of our records. We are committed to maintaining transparency and providing you with the highest level of service.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]