

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Dear [Customer Name],

We are writing to bring to your attention a recent discovery regarding invoice number **[Invoice Number]**, dated **[Invoice Date]**, which was issued to you for **[description of goods/services]**.

Upon our review, we identified a pricing error on the original invoice. Specifically, **[briefly explain the error, e.g., an incorrect price was applied to a listed item/service]**. We sincerely apologize for any confusion or inconvenience this may have caused.

Please be assured that we have corrected the mistake and have attached the revised invoice reflecting the accurate pricing. The adjustment includes **[details of adjustment, e.g., the corrected amount, any refunds/applicable credits, or new payment due]**.

We deeply value your trust and strive to maintain transparency in all our communications. If you have already settled the previous invoice, we will promptly arrange for a refund of the difference, or if required, reflect a credit against your future purchases.

We appreciate your understanding and patience in this matter. If you have any questions or need further clarification, please do not hesitate to contact us at **[Contact Information]**.

Thank you for your continued business and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Phone Number] | [Email Address]