

Date: [Insert Date]

[Recipient Name]  
[Recipient Title/Position, if applicable]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in correcting the error on invoice number [Invoice Number], originally issued on [Original Invoice Date]. We understand the importance of accurate and timely financial communication, and I regret any inconvenience this may have caused you or your team.

As soon as the discrepancy was brought to our attention, we initiated a thorough review to identify the source of the error. We are committed to ensuring our billing processes meet the highest standards, and I take full responsibility for the oversight and the delay in resolving it.

Please be assured that the corrected invoice has now been prepared and is attached for your review. Should you require any further clarifications or additional documentation, do not hesitate to let us know. We will process any necessary adjustments immediately to minimize any further disruption to your operations.

Once again, I apologize for any inconvenience this delay has caused. Thank you for your patience and understanding. We highly value your partnership and remain committed to providing you with the best possible service.

If you have any questions or need further assistance, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

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