

[Your Company Letterhead]

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State ZIP Code]

[Email Address]

Subject: Adjustment Letter - Correction of Tax Invoice Billing Error

Dear [Customer Name],

We sincerely appreciate your business with [Your Company Name], and we value the opportunity to serve you. We are writing to inform you of an error identified in the previously issued tax invoice (Invoice Number: [Invoice Number], dated [Invoice Date]).

Upon our recent review, we discovered the following issue with the original invoice: [briefly describe the nature of the billing mistake, e.g., incorrect invoiced amount, customer details, or misapplied tax rate]. This was an inadvertent error, and we apologize for any inconvenience it may have caused.

To rectify the situation and ensure accuracy in our records, we have processed the following adjustments:

- **Corrected Amount:** [State correct amount]
- **Updated Customer Details:** [If applicable, provide corrections]
- **Tax Calculation:** [Detail any correction in taxes]

Please find attached the corrected tax invoice for your reference. Kindly review the updated details, and if you have already made payment based on the previous invoice, any balance due or credit will be addressed accordingly.

We apologize for any confusion or inconvenience caused and assure you of our commitment to accuracy and transparency. If you have any questions or require further assistance, please do not hesitate to contact our billing department at [Contact Information].

Thank you for your understanding and continued trust in [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]