

Adjustment Letter for Invoice Pricing Error Correction

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Subject: Correction of Invoice Pricing Error – Invoice #[Invoice Number]

Dear [Customer's Name],

We are writing to inform you of a pricing discrepancy discovered in your recent invoice (**Invoice #**[Invoice Number]), dated [Invoice Date]. Upon careful review, it has come to our attention that there was an error in the pricing of [describe the product(s) or service(s) affected].

We sincerely apologize for any inconvenience this may have caused. The original invoice amount was listed as \$[Original Amount]. The correct amount should be \$[Corrected Amount]. Please find attached a revised invoice reflecting this adjustment.

We appreciate your understanding in this matter. If you have already made payment based on the original invoice, please contact our accounts department at [contact information] to discuss the necessary adjustments or refund arrangements.

Customer satisfaction is our top priority, and we are committed to ensuring the accuracy of our billing process. Should you have any questions or concerns, please do not hesitate to reach out.

Thank you for your attention to this matter and your continued trust in our company.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]