

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Subject: Adjustment Letter and Revised Invoice for Recent Overcharge

Dear [Customer Name],

We sincerely appreciate your business and value the trust you place in us. It has come to our attention that there was a miscalculation in the invoice sent on [original invoice date], resulting in an overcharge.

Upon review, we discovered that [briefly explain the nature of the miscalculation, e.g., "an item was inadvertently entered twice," or "an incorrect rate was applied!"]. We apologize for any inconvenience this may have caused.

Attached to this letter, you will find a revised invoice (# [Revised Invoice Number]) reflecting the correct amount of [corrected total amount]. Please disregard the previous invoice and refer to the updated one for payment processing.

If you have already submitted payment for the original invoice, we will promptly issue a refund for the overcharged amount, or you may choose to apply the credit toward future purchases-please let us know your preference.

We strive to maintain accuracy and transparency in all our transactions. Thank you for your understanding and for bringing this matter to our attention, if applicable. Should you have any questions or require further assistance, please feel free to contact us at [phone number] or [email address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Attachment: Revised Invoice #[Revised Invoice Number]