

Adjustment Letter Template for Tax Invoice Incorrect Billing

This **Adjustment letter template for tax invoice incorrect billing** is designed to formally request corrections or modifications in cases where a tax invoice has been issued with errors, such as incorrect amounts, billing details, or tax calculations. This template ensures clear communication between the billing party and the recipient, helping to rectify discrepancies efficiently while maintaining proper documentation for accounting and compliance purposes. Using this adjustment letter facilitates accurate financial records and smooth resolution of invoicing issues.

[Your Name]

[Your Position/Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Subject: **Request for Adjustment of Incorrect Tax Invoice #**[Invoice Number]

Dear [Recipient's Name],

I am writing to bring to your attention an error identified in the tax invoice issued by your company with the invoice number **[Invoice Number]**, dated **[Invoice Date]**.

Upon review, we noticed the following discrepancy(s):

- Incorrect billing amount
- Misapplied tax rate/calculation
- Inaccurate client/billing information
- [Other, if applicable]

Details: [Provide a brief explanation of the specific error(s) found and any relevant supporting information].

Kindly request your assistance in issuing a revised tax invoice reflecting the correct billing details and tax calculations. If needed, we are happy to provide any supporting documents or further clarification to expedite this process.

Please advise on the expected timeline for the issuance of the corrected invoice, as this adjustment is crucial for our accounting and compliance records.

Thank you for your prompt attention to this matter. We appreciate your cooperation in resolving this issue efficiently.

Sincerely,

[Your Name]

[Your Position/Title]

[Company Name]