

# Apology Letter for Incorrect Billing Amount in Invoice

Date: [Insert Date]

To,  
[Client Name]  
[Client Company Name]  
[Client Address]

Subject: Apology for Incorrect Billing Amount in Invoice #[Invoice Number]

Dear [Client Name],

We sincerely apologize for the oversight in the recent invoice dated [Invoice Date], delivered to you with invoice number [Invoice Number]. It has come to our attention that the billed amount was incorrect due to [briefly state reason, e.g., a clerical error or miscalculation].

Please find attached the corrected invoice reflecting the accurate amount of [Correct Amount]. The earlier invoiced amount of [Incorrect Amount] was an error, and we ask you to kindly disregard that invoice.

We deeply value your business and regret any inconvenience this may have caused. Please be assured that we have reviewed our billing processes to prevent a recurrence of this issue in the future.

If you have already made a payment based on the previous invoice, please let us know so that we can promptly resolve any discrepancies. Should you have any further questions or require assistance, please do not hesitate to contact us 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]