

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position, if applicable]

[Recipient Company Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, ZIP Code]

Subject: Apology for VAT Miscalculation on Invoice [Invoice Number]

Dear [Recipient Name],

We are writing to formally apologize for an error identified in the Value Added Tax (VAT) calculation on invoice number [Invoice Number], dated [Invoice Date]. We sincerely regret any confusion or inconvenience this discrepancy may have caused.

Upon review, it became apparent that the VAT amount was incorrectly calculated, resulting in an inaccurate total. We take full responsibility for this oversight and have already initiated corrective action to amend the affected invoice.

Please find attached the revised invoice with the correct VAT amount of [Correct VAT Amount], in strict accordance with current tax regulations. We kindly request that you use this amended invoice for your records and disregard the previously issued document.

We understand the importance of accuracy in financial documentation and compliance, and we deeply value your trust and partnership. Please be assured that we are implementing additional checks to prevent such errors from recurring in the future.

If you have any questions or require further assistance regarding this matter, please do not hesitate to contact us at [Your Contact Details].

Once again, we apologize for any inconvenience caused. We appreciate your understanding and continued cooperation.

Yours sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Contact Information]