

Date: [Insert Date]

To:
[Client Name]
[Client Company Name]
[Client Address]
[City, State, ZIP]

Subject: Business Adjustment Letter for Overcharge â€“ Corrective Invoice Enclosed

Dear [Client Name],

We are writing to formally address a billing discrepancy identified in the original invoice number [Insert Invoice Number], dated [Insert Invoice Date]. Upon a thorough review of our records, we discovered that an overcharge occurred in the amount billed to your account. We sincerely apologize for any inconvenience or confusion this may have caused you or your organization.

The overcharge was due to [briefly explain the reason for the overcharge, e.g., "a clerical error in our pricing calculation for the services rendered"]. As soon as this error was brought to our attention, we conducted a comprehensive audit to ensure complete accuracy. Please find enclosed the revised and corrective invoice reflecting the accurate charges.

To summarize:

- Original Invoice Amount: [Original Amount]
- Corrected Invoice Amount: [Corrected Amount]
- Overcharged Amount Refunded: [Refunded Amount], if applicable

We greatly value your business and place a high priority on transparency and customer satisfaction. Please rest assured that we are taking additional measures to prevent similar discrepancies in the future. If you have already made payment based on the original invoice, the excess amount will be promptly refunded or credited to your account.

If you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Contact Information].

Thank you for your understanding and continued trust in our company.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]

Enclosure: Corrective Invoice #[Corrective Invoice Number]