

[Your Company Letterhead]

[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Recipient's Address]

Subject: Invoice Adjustment for Missing Discount â€” [Invoice Number]

Dear [Recipient's Name],

We are writing to address an oversight regarding Invoice Number [Invoice Number], dated [Invoice Date], issued to [Customer/Company Name]. Upon a recent review, we noticed that the agreed-upon discount of [Discount Percentage or Amount], as per our agreement dated [Reference Agreement Date/Number], was regrettably not applied to this invoice.

According to the terms discussed and documented in the aforementioned agreement, your account is eligible for a discount of [Discount Percentage or Amount] on your purchases. Due to an administrative error, this discount was omitted from the original invoice calculation.

Please find below a summary detailing the adjustment:

Description	Amount
Original Invoice Amount	[Original Invoice Amount]
Applicable Discount ([Discount Percentage or Amount])	-[Discount Amount]
Adjusted Invoice Total	[Adjusted Invoice Total]

Enclosed/attached, you will find a revised invoice reflecting the correct discounted amount. Please disregard the previous invoice for payment purposes and refer to this updated version going forward.

We apologize for any inconvenience caused and appreciate your understanding. If you have already made payment based on the original invoice, please contact us so we can promptly arrange any necessary adjustments or refunds.

Thank you for your continued business and partnership. Should you have any questions or require further clarification, please feel free to reach out to us at [Contact Information].

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