

Your Company Name

Your Address Line 1

Your Address Line 2

City, State, ZIP Code

Phone Number

Email Address

Date: [Insert Date]

Recipient Name

Recipient Title

Recipient Company Name

Recipient Address Line 1

Recipient Address Line 2

City, State, ZIP Code

Subject: Adjustment to Invoice Due to Billing Error

Dear [Recipient Name],

We are writing to inform you of a billing discrepancy identified on invoice number **[Invoice Number]** dated **[Invoice Date]**. During our recent review, we discovered an error regarding **[brief description of the billing error, e.g., the quantity billed, incorrect pricing, misapplied discount]**.

The original invoice stated:

- **Item/Service:** [Original Item/Service]
- **Billed Amount:** \$[Original Amount]

The corrected details are as follows:

- **Correct Item/Service:** [Corrected Item/Service]
- **Correct Amount:** \$[Corrected Amount]

A revised invoice reflecting the accurate charges is attached for your records. We apologize for any inconvenience this may have caused and appreciate your understanding and prompt attention to this matter.

Please acknowledge receipt of this adjustment and inform us if you have any questions or need additional clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]