

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, ZIP]

Dear [Customer Name],

Subject: Adjustment for Invoice Price Discrepancy

We hope this message finds you well. We are writing to address a recent issue concerning your invoice #[Invoice Number], dated [Invoice Date].

After reviewing our records, we discovered an inadvertent pricing discrepancy on the above-mentioned invoice. Due to an administrative error, [briefly explain the nature of the error, e.g., "the incorrect unit price was applied to item X," or "a discount was not properly reflected"], resulting in an inaccurate total charge.

We sincerely apologize for any confusion or inconvenience this mistake may have caused. Please rest assured that we have corrected the error and issued a revised invoice reflecting the accurate pricing. A copy of the corrected invoice is attached for your reference.

If you have already made payment based on the original invoice, we will immediately process a [refund/credit] for the overcharged amount of [insert amount]. If payment is still pending, please refer to the adjusted total in the new invoice.

We value your business and appreciate your understanding in this matter. If you have any questions or require further clarification, please do not hesitate to contact us at [contact information].

Thank you for your continued trust in our company. We look forward to serving you in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]