

Sample Adjustment Letter for Corrected Invoice Statement

[Your Company Letterhead]

Date: [Month Day, Year]

[Client Name]

[Client Title/Position, if applicable]

[Company Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Client Name],

We are writing to inform you of a correction regarding Invoice # [Original Invoice Number], dated [Original Invoice Date], recently sent to your attention. Upon review of our records, we identified a discrepancy in the amounts/items listed and have taken immediate action to correct this matter.

The adjustment pertains to the following:

- [Briefly describe the nature of the correction, e.g., Incorrect quantity billed for Item X, omission of a discount, etc.]
- [Specify the original amount and the corrected amount, if appropriate]

Please find enclosed the corrected invoice statement, numbered # [Corrected Invoice Number] and dated [Corrected Invoice Date], which accurately reflects the agreed-upon terms and amounts.

We apologize for any inconvenience this may have caused and sincerely appreciate your understanding and prompt attention to this matter. If you have already made payment based on the original invoice, kindly contact us so we may address any necessary adjustments or issue a credit.

Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued business and trust.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]