

Apology Letter for Missing Items in Invoice

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Dear [Customer Name],

We sincerely apologize for the oversight on our part regarding Invoice # [Invoice Number], dated [Invoice Date]. It has come to our attention that certain items were unintentionally omitted from the original invoice sent to you.

We understand the inconvenience this may have caused and take full responsibility for the error. Please find below the details of the missing items:

- [Missing Item 1] â€“ [Quantity] â€“ [Unit Price]
- [Missing Item 2] â€“ [Quantity] â€“ [Unit Price]

Attached is the revised invoice reflecting the correct items and amounts. We kindly request that you review the updated invoice at your earliest convenience.

Please rest assured that we have reviewed our internal processes to prevent such errors from occurring again. We greatly value your business and appreciate your understanding in this matter.

Should you have any questions or require further assistance, please feel free to contact us at [Contact Information].

Once again, we apologize for the inconvenience caused and thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Details]