

[Your Company Letterhead]

Date: [Insert Date]

Recipient Name: [Customer Name]

Company Name: [Customer's Company]

Address: [Customer Address]

City, State, ZIP: [Customer City, State, ZIP]

Dear [Customer Name],

Subject: Adjustment to Invoice #[Original Invoice Number]

We are writing to inform you of an error identified in your recent invoice # [Original Invoice Number], dated [Invoice Date], amounting to [Original Amount]. Upon careful review, it has come to our attention that [briefly describe the nature of the error, e.g., "an overcharge for product quantities" or "a miscalculation of applicable taxes"] occurred during the preparation of your invoice.

Please accept our sincere apologies for any inconvenience this may have caused. To rectify the situation, we have issued a credit note (Reference: [Credit Note Number]) in the amount of [Credit Amount], which has been attached to this letter for your records. The corrected amount will be reflected in your account, and you may deduct the credited sum from your next payment.

Should you have any questions or require further clarification, please contact us at [Contact Email/Phone Number]. We greatly value your business and appreciate your understanding as we work to ensure accurate and transparent billing practices.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Attachment: Credit Note # [Credit Note Number]