

Sample Adjustment Letter for Incorrect Tax Calculation on Invoice

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Dear [Customer Name],

We are writing to inform you of an error regarding the tax calculation on your most recent invoice (Invoice No. [Invoice Number], dated [Invoice Date]).

Upon our review, we discovered that the applicable tax amount was incorrectly calculated. We sincerely apologize for any inconvenience this may have caused.

Please find below the corrected details:

- **Original Tax Amount Billed:** [Original Tax Amount]
- **Corrected Tax Amount:** [Corrected Tax Amount]
- **Adjustment:** [Adjustment Amount or Description]
- **Revised Invoice Total:** [Revised Total Amount]

Enclosed, please find the revised invoice reflecting the corrected tax calculation. We kindly request that you review the updated invoice and proceed with any necessary payment adjustments.

If you have already made the payment in accordance with the original invoice, please contact us at [Contact Information] so we can coordinate the appropriate refund or credit.

We value your business greatly and appreciate your understanding and cooperation in this matter. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Contact Information]