

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position, if applicable]

[Recipient Company Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

Subject: Adjustment for Account Discrepancy Due to Clerical Error

Dear [Recipient Name],

We are writing to address a discrepancy identified in your account with us. Upon our recent review, we discovered that the error was the result of a clerical mistake on our part.

Specifically, the error occurred on [date of error/transaction], and involved [brief description of the error, for example: an incorrect invoice amount, a payment misallocation, etc.]. The incorrect entry reflected [incorrect amount/details], while the correct amount/details should have been [correct amount/details].

Please accept our sincere apologies for any inconvenience this may have caused. We have corrected our records to accurately reflect the correct figures as of [correction date]. An updated statement/invoice is enclosed for your reference.

We value your partnership and are committed to maintaining the highest standards of accuracy and transparency in our transactions. If you have any further questions or need additional clarification, please do not hesitate to contact our accounts department at [contact information].

Thank you for your understanding and continued trust.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]