

Sample Adjustment Letter for Wrong Item Invoiced

[Your Name]
[Your Position, if applicable]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supplier/Recipient Name]
[Supplier/Recipient Position, if applicable]
[Supplier/Recipient Company Name]
[Supplier/Recipient Address]
[City, State, ZIP Code]

Subject: Adjustment Request for Wrong Item Invoiced â€“ Invoice #[Invoice Number]

Dear [Supplier/Recipient Name],

I am writing to bring to your attention an error in Invoice #[Invoice Number] dated [Invoice Date]. Upon review, we noticed that the invoice lists **[Wrong Item Description]** with item code **[Wrong Item Code]**, which was not ordered or received by our company.

The correct item ordered and received was **[Correct Item Description]** with item code **[Correct Item Code]**. To ensure our accounting records remain accurate and to prevent any payment discrepancies, we kindly request that you issue a revised invoice reflecting the correct item and associated details.

We would appreciate your prompt attention to this matter. Please let us know once the corrected invoice has been issued or if you need any further information from our end to facilitate the adjustment.

Thank you for your cooperation. We value our continued business relationship and look forward to resolving this issue swiftly.

Sincerely,
[Your Name]
[Your Position]