

Date: [Insert Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address Line 1]
[Company Address Line 2]

Dear [Recipient Name],

We are writing to sincerely apologize for the error in the invoice (Invoice No: [Insert Invoice Number]) sent to you on [Insert Date]. After reviewing our records, we discovered that the invoiced amount was incorrect due to [briefly explain the cause, e.g., "a data entry oversight"].

We understand the inconvenience this may have caused, and we take full responsibility for the mistake. Please find attached the corrected invoice, reflecting the accurate amount of [Correct Amount]. If any payment has already been made based on the incorrect invoice, please let us know so we may promptly issue a refund or credit as appropriate.

We have reviewed our internal procedures and implemented additional checks to ensure such errors do not occur in the future. We deeply value your business and appreciate your understanding and patience in this matter.

Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]
[Contact Information]