Error in Invoice Amount

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to bring to your attention an error in the invoice (# [Invoice Number]) that you recently received from us. We have identified an error in the total amount billed, and I want to assure you that we are taking immediate steps to rectify this mistake.

The correct total amount for the invoice should be $[Correct Amount]. I sincerely apologize for any inconvenience this may have caused, and we will promptly issue a revised invoice reflecting the correct amount.

Please do not hesitate to contact our accounts department at [Accounts Contact Email] or [Accounts Contact Phone Number] if you have any questions or require further assistance. We greatly appreciate your understanding and cooperation in this matter.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]