Invoice Error Correction - Official

Subject: Revised Invoice - Correction to Invoice #[Invoice Number]

Dear [Client Name],

Please disregard Invoice #[Invoice Number] dated [Original Date]. This invoice contained an error and is being replaced by the corrected invoice attached to this message.

Error Description:

The original invoice incorrectly stated [describe error: wrong unit price, incorrect quantity, mathematical calculation error, wrong tax rate, etc.]. This error resulted in [overcharge/undercharge] of [amount].

Corrected Invoice Details:

- New Invoice Number: [New Invoice Number]
- Corrected Amount Due: [Amount]
- Payment Terms: [Terms]
- Due Date: [Date]

The corrected invoice reflects the accurate charges for [services/products provided]. All other terms and conditions remain unchanged.

If you have already processed payment based on the incorrect invoice, [explain adjustment process: we will issue a credit/refund for the difference, please hold payment until you receive this corrected invoice, etc.].

Please update your records accordingly and remit payment based on this corrected invoice. We apologize for any confusion this may have caused.

Should you have any questions regarding this correction, please contact our accounting department at [contact information].

Thank you for your understanding.

Respectfully,

[Your Name]

[Your Title]

[Company Name]

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