[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Corrected Invoice and Updated Billing Details**

Dear [Customer’s Name],

We are writing to notify you that a correction has been made to your recent invoice or billing details for [*specific product/service*]. We identified an issue in [*briefly describe the issue, e.g., “the amount billed” or “the billing address”*], and have promptly updated the information.

**Details of the Correction**:

* Invoice Number: [Original Invoice Number]
* Original Issue: [*Description of the error, e.g., “Incorrect total amount”*]
* Corrected Details: [*Correct information, e.g., “Revised total amount”*]
* Updated Invoice: [*Attach corrected invoice or mention how it can be accessed, e.g., “Available in your account at [Website Link].”*]

**Next Steps**:

Please review the corrected invoice to ensure all details are accurate. If you have already made payment based on the incorrect invoice, any overpayment will be refunded, or any underpayment can be addressed using the updated details.

If you have any questions or need further clarification, please contact us at [Email Address/Phone Number]. We sincerely apologize for any inconvenience this may have caused and appreciate your understanding.

Thank you for your continued trust in [COMPANY NAME].

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]