[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: SORRY ABOUT THE MISTAKE(S) MADE IN YOUR INVOICE**

Dear [CLIENT NAME],

We apologise for the mistake that we made in our [DATE] invoice. We had entered the amount on your ledger sheet as [AMOUNT] instead of [AMOUNT].

We cannot account for this mistake, but it has been corrected. We are delighted that you caught it.

Thank you for writing.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]