[Company Name]  
[Address]

To

[The Recipient Name]

Re. Apology for Incorrect Invoice to the Customer

This is Oliver Deck, the Relationship Manager, from the Microfinance Commercial Bank. Firstly, I hope you will be reading in your complete health. I am thankful to you for bringing out the mistake that took place in the invoice of the loan you applied for. Following are the details of the applied loan, invoices, and the highlighted mistakes therein.

First of all, we hereby affirm that you applied for the microfinance loan in the President Roller Poll Loans i.e. $2000. Your application was scrutinized on 20-02-20XX fulfilling all the terms and conditions. The loan was approved on 28-02-20XX.

According to the invoice, you have to pay $25 as your first installment of the loan but I apologize on behalf of my team for this error in the composition. It is assumed that the error was completely a mistake in composing and hence has no technical or calculation fault.

I have enclosed the scanned copy of the order invoice with the incorrect amount of $25. I have corrected the amount by replacing the $25 with $250. More calculations and details have been enclosed to ensure the correction and their copies have been enclosed also. Please feel free to contact our manager for any further queries by sending an email to [X] or by calling us at +[X].

Regards

Oliver Deck  
Relationship Manager  
Microfinance Commercial Bank  
B-701 Commercial Area, Sector 11. San Diego  
CA, USA