

Notification of Inaccurate Billing

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about an error we have identified in your recent billing statement dated [Insert Date of Bill]. It appears that there are discrepancies in the amounts charged for the services rendered.

The following items have been incorrectly billed:

- [Item Description 1] - Charged: [Incorrect Amount], Should be: [Correct Amount]
- [Item Description 2] - Charged: [Incorrect Amount], Should be: [Correct Amount]
- [Item Description 3] - Charged: [Incorrect Amount], Should be: [Correct Amount]

We sincerely apologize for this oversight and are currently reviewing your account to resolve the issue promptly. You will receive a corrected billing statement shortly.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Contact Information]