

Letter of Acknowledgment for Billing Errors

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to acknowledge the recent billing errors that were brought to my attention regarding my account with [Company Name]. I appreciate your prompt response in addressing these discrepancies.

As discussed, the errors include [briefly describe the errors, e.g., incorrect charges, missing credits, etc.]. I would like to confirm that I have received your acknowledgment and that we are working towards resolving this matter efficiently.

Please let me know if you need any further information from my end to facilitate the correction of these billing issues.

Thank you for your attention to this matter. I look forward to your prompt resolution.

Sincerely,

[Your Name]