

Letter of Commitment to Rectifying Billing Mistakes

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Commitment to Rectifying Billing Mistakes

I hope this message finds you well. I am writing to formally acknowledge the billing discrepancies that have been brought to our attention regarding your recent account statements.

We deeply regret any inconvenience this may have caused and want to assure you that we are committed to rectifying these mistakes promptly. Our team is currently reviewing your account and will take the necessary steps to correct the errors.

We appreciate your patience during this process and want to ensure you that a detailed review will lead to accurate billing moving forward. If there are any further questions or if you require immediate assistance, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support as we work to resolve this matter swiftly.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]