

# Letter of Goodwill for Billing Misunderstandings

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address a recent billing misunderstanding that has come to my attention regarding my account [Account Number or Reference].

It appears that there has been an error in the invoicing for [specific service/product]. After reviewing the details, I noticed that [brief explanation of the misunderstanding]. I believe this may have been an oversight, and I am confident we can resolve this matter amicably.

To rectify this situation, I kindly request that [specific action you would like the recipient to take]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding and support. I have always valued our relationship and trust we can resolve this issue quickly.

Sincerely,

[Your Name]

[Your Position, if applicable]