

Overcharge Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that during our recent review of your account, we identified an error that led to an overcharge on your invoice dated [Insert Invoice Date].

The charge that was incorrectly applied amounts to [Insert Amount], which exceeds the correct amount of [Insert Correct Amount]. We sincerely apologize for any inconvenience this may have caused.

To rectify this error, we have adjusted your account and processed a credit of [Insert Amount] that will appear on your next billing statement. Please feel free to reach out if you have any questions or require further assistance.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]