

Letter of Acknowledgment for Billing Error

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge receipt of your correspondence regarding the billing error dated [insert date of the error]. We appreciate your bringing this matter to our attention.

After reviewing your account, we have found that there was indeed an error in the billing amount concerning [briefly describe the error]. We sincerely apologize for any inconvenience this may have caused.

To rectify this issue, we have made the necessary adjustments to your account. You will see the corrected amount reflected in your next billing statement. Should you have any further questions or concerns, please do not hesitate to contact us at [contact information].

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]