

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent billing error that occurred on your account. We have reviewed your invoice and confirmed that an incorrect charge was applied.

We deeply regret any inconvenience this may have caused and understand how important accurate billing is to our clients. Please be assured that we have corrected the error, and a revised invoice will be sent to you shortly.

Thank you for your understanding and patience in this matter. If you have any further questions or require assistance, please do not hesitate to reach out to me directly.

Warm regards,

[Your Name]

[Your Position]

[Company's Name]