

Incorrect Billing Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Account Number: [Account Number]

Dear [Customer's Name],

We hope this message finds you well. We are writing to bring to your attention an error we have noticed in your recent billing statement dated [Insert Statement Date].

Upon reviewing your account, we found that the invoice amount of [Incorrect Amount] appears to be incorrect due to [brief explanation of the error]. The correct amount should be [Correct Amount].

We sincerely apologize for any confusion this may have caused. Our team is working diligently to correct this error and we will issue a revised invoice shortly. In the meantime, please disregard the incorrect bill.

If you have any questions or concerns, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]