

# Billing Error Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept your acknowledgement of the billing error that occurred on my account dated [Insert Date of Error].

As discussed, the mistake involved [briefly describe the error]. I appreciate your prompt response in addressing this matter, and I am satisfied with the proposed resolution of [mention resolution].

Thank you for your attention to this issue, and I look forward to our continued relationship.

Sincerely,

[Your Name]