

Billing Statement Discrepancy Notification

Date: [Insert Date]

To: [Insert Customer Name]

[Insert Customer Address]

Dear [Customer Name],

We are writing to inform you of a discrepancy that has been identified in your recent billing statement dated [Insert Billing Statement Date]. Upon our review, it appears that [briefly describe the discrepancy].

We are currently investigating this matter and would like to assure you that we are working diligently to resolve it. In the meantime, we kindly ask you to review your billing statement and let us know if you have any further questions or additional information that may assist us in resolving this issue.

Thank you for your understanding and cooperation. Your satisfaction is important to us, and we are committed to addressing your concerns promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]