

# Billing Statement Error Confirmation

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

Subject: Confirmation of Billing Statement Error

Dear [Customer's Name],

We are writing to confirm that we have received your notification regarding an error in your billing statement dated [Insert Billing Date]. We sincerely apologize for any inconvenience this may have caused you.

Upon review, we have identified the following discrepancy:

- Error Description: [Insert Description]
- Correct Amount: [Insert Correct Amount]
- Original Amount: [Insert Original Amount]

We appreciate your patience as we work to resolve this issue, and we will ensure that the corrected billing statement is sent to you by [Insert Date]. If you have any further questions or concerns, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]