

# **Billing Statement Issue Acknowledgment**

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out regarding your billing statement dated [Insert Date of Statement]. We acknowledge the receipt of your concern about the discrepancies you have noted.

We take these matters seriously and are currently reviewing the information you provided. Our team will work diligently to resolve the issue and provide you with an accurate statement.

You can expect to hear back from us within [Insert Time Frame]. In the meantime, if you have any further questions or additional information to share, please do not hesitate to contact us at [Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]