

Billing Correction Approval Memo

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Approval of Billing Correction Request

Dear [Recipient Name],

This memo serves to inform you that your request for a billing correction, submitted on [Insert Submission Date], has been approved.

Details of the correction are as follows:

- **Original Amount:** [Insert Original Amount]
- **Corrected Amount:** [Insert Corrected Amount]
- **Reason for Correction:** [Insert Reason]

Please ensure that the necessary adjustments are made to our records accordingly. If you have any questions or require further information, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]