

Notification of Billing Issue

Dear [Customer Name],

We are writing to inform you of a discrepancy with your recent billing statement dated [Billing Date]. Our records indicate that there may be an error in the charges applied to your account, [Account Number].

We understand how important accurate billing is to our valued customers, and we are committed to resolving this issue promptly. Our team is currently investigating the matter and will provide you with an update as soon as possible.

If you have any questions or would like to discuss this issue further, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]