

Billing Confirmation Notice

Date: [Insert Date]

Account Number: [Insert Account Number]

Billing Period: [Insert Billing Period]

Dear [Customer Name],

We are writing to confirm that your billing statement for the period of [Insert Billing Period] has been processed successfully. Below are the details of your bill:

Billing Summary:

- Service Description: [Insert Service Description]
- Billing Amount: [Insert Amount]
- Due Date: [Insert Due Date]

If you have any questions regarding this statement, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for choosing [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]