

# Telecom Billing Correction Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Account Number]

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Dear [Customer Name],

We are writing to inform you regarding a correction made to your recent telecom bill dated [Insert Bill Date]. After a thorough review, we discovered an error in the billing statement that resulted in an overcharge.

The corrected amount due is [Corrected Amount] instead of [Original Amount]. We apologize for any inconvenience this may have caused and encourage you to review the attached corrected bill for your records.

If you have any questions or concerns, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email]