

Billing Error Notification

Date: [Date]

Patient Name: [Patient Name]

Patient ID: [Patient ID]

Billing Reference Number: [Reference Number]

Dear [Patient Name],

We are writing to inform you of an error that has been identified in your hospital billing statement dated [Billing Date]. After a review of your account, we discovered that the amount charged for [specific services] was incorrect.

The correct amount should be [Correct Amount]. We apologize for any confusion this may have caused and are actively working to rectify this issue.

Should you have any questions or require further assistance, please do not hesitate to contact our billing department at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Hospital Name]

[Contact Information]