

Notification of Incorrect Pricing

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you of an error in the pricing of your recent order #[Insert Order Number].

Due to a clerical mistake, the price listed for [Insert Product/Service Name] was incorrect. The correct price is [Insert Correct Price], whereas the price you were charged was [Insert Incorrect Price].

We sincerely apologize for any confusion this may have caused. We value your business and want to make this right. If you have already completed the payment, we will process a refund for the difference. If you have not yet completed your purchase, please let us know how you would like to proceed.

Thank you for your understanding and patience regarding this matter. If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Contact Information]