

Formal Apology for Mistaken Charges

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apologize for the mistaken charges that have occurred on my account. I recently reviewed my billing statement and noticed discrepancies that I believe need to be addressed.

I understand how important it is to maintain accurate records and ensure that all transactions are correct. Please be assured that this was an oversight, and I sincerely regret any confusion or inconvenience this may have caused.

I would appreciate your assistance in resolving this matter by adjusting my account to reflect the correct charges. Thank you for your understanding and prompt attention to this issue.

If you require any further information from my side, please do not hesitate to reach out to me directly.

Thank you for your understanding.

Sincerely,

[Your Name]