

Billing Amendment Notice

Date: [Insert Date]

To: [Stakeholder Name]

[Stakeholder Address]

Dear [Stakeholder Name],

We are writing to inform you of an important amendment to your billing statement for the period of [Insert Billing Period]. This notice serves to clarify and update the charges that appeared in your previous billing statement dated [Insert Previous Billing Date].

Details of Amendment:

- **Original Amount:** [Insert Original Amount]
- **Revised Amount:** [Insert Revised Amount]
- **Description of Charges:** [Insert Description]

Please review the updated billing statement attached to this notice. If you have any questions or concerns regarding these amendments, do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]