Billing Error Notification

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

City, State, Zip Code

Dear [Client's Name],

I hope this message finds you well. I am writing to bring to your attention a billing error we have identified on your recent invoice dated [Invoice Date].

Upon reviewing the invoice, we noticed that [describe the specific error, e.g., an incorrect charge, duplicate billing, etc.]. This discrepancy has resulted in an amount of [amount] that does not accurately reflect the services rendered.

We sincerely apologize for any confusion or inconvenience this may have caused. To rectify this situation, we have taken the following steps: [list any actions being taken, e.g., issuing a corrected invoice, applying a credit].

For your reference, I have attached the corrected invoice along with any supporting documentation. If you have any further questions or require additional details, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]