

Fitness Center Billing Correction

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well. We are writing to address a recent discrepancy noted in your billing statement for [Month/Service].

Upon reviewing our records, we found that your account was charged an incorrect amount of \$[Incorrect Amount]. The correct amount should be \$[Correct Amount]. We sincerely apologize for any confusion this may have caused.

To rectify this, we will be issuing a credit of \$[Credit Amount] to your account, which will reflect in your next billing statement. If you have any questions regarding this correction, please do not hesitate to reach out.

Thank you for your understanding and continued support. We value you as a member of our fitness center.

Sincerely,

[Your Name]

[Your Title]

[Fitness Center Name]

[Contact Information]