

# Notification of Billing Error

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a billing error that has been identified on your account.

After reviewing your recent invoice #[Invoice Number], we discovered that a discrepancy has occurred. The total amount charged was incorrect due to [brief explanation of the error].

We apologize for any confusion this may have caused and are currently working to correct the error. The revised amount due is [Correct Amount], and you will receive an updated invoice shortly.

If you have any questions or concerns regarding this matter, please feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]