

Notification of Billing Error

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Out-of-Network Service Billing Error

Dear [Recipient Name],

We are writing to inform you of a recent billing error related to out-of-network services that were billed to your account.

Upon reviewing your account, we noticed that charges for the services received on [insert date of service] were incorrectly categorized as in-network. This error may have affected your financial responsibility for these services.

We are currently in the process of rectifying this error and ensuring that your account reflects the correct billing information. We apologize for any confusion or inconvenience this may have caused.

If you have already made a payment based on the previous billing statement, we will provide a full refund or adjust your account balance accordingly.

For any questions, please do not hesitate to contact our billing department at [insert phone number] or [insert email address].

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]