

Billing Statement Error Notification

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an error that has been identified in your recent billing statement dated [Insert Date of Statement].

Details of the Error:

- Invoice Number: [Insert Invoice Number]
- Error Description: [Provide a brief description of the error]
- Correct Amount: [Insert Correct Amount]

We are currently in the process of correcting this error and will issue a revised statement as soon as possible. We apologize for any inconvenience this may have caused.

If you have any questions or concerns, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]