

Notification of Billing Error Reimbursement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about a billing error on your recent invoice dated [Insert Invoice Date]. After a thorough review, we have identified an overcharge on your account amounting to [Insert Amount].

We sincerely apologize for this mistake and would like to assure you that we are taking immediate steps to rectify the situation. A reimbursement of [Insert Amount] will be issued to you, and you should expect to receive it within [Insert Time Frame].

If you have any questions or need further assistance, please do not hesitate to contact our billing department at [Insert Contact Information].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Contact Information]