

Follow-up on Billing Error

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding the billing error I encountered during my recent online transaction on [Transaction Date]. The transaction ID is [Transaction ID].

As mentioned in my earlier email, I noticed that [describe the billing error briefly, e.g., "I was charged twice for the same item" or "the amount charged was incorrect"]. I would appreciate any updates you can provide regarding the resolution of this issue.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]