

Billing Error Notification

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Subject: Notification of Billing Error on Your Credit Card

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of a billing error that has occurred on your credit card statement for the month of [Insert Month].

Our records indicate that an incorrect charge of [Insert Amount] was applied to your account on [Insert Date]. This charge was for [Insert Description of Charge]. We apologize for any confusion or inconvenience this may have caused.

We have taken immediate steps to rectify this error. The corrected charge will be reflected in your next statement, and a credit for the erroneous amount has already been processed to your account.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Phone Number] or [Insert Email Address].

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]