

# Billing Department

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Notification of Incorrect Billing Statement**

Dear [Recipient's Name],

We are writing to inform you about an issue regarding your recent billing statement dated [Insert Date]. It has come to our attention that the statement contains inaccuracies that require immediate correction.

The following discrepancies were identified:

- Item 1: [Description of the error]
- Item 2: [Description of the error]
- Item 3: [Description of the error]

We sincerely apologize for any confusion this may have caused. Our team is currently working to rectify these errors and will issue a corrected statement shortly. If you have any questions or further concerns, please do not hesitate to contact our customer service department at [Phone Number] or [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]