

Notification of Erroneous Charge Correction

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of a correction regarding an erroneous charge that was applied to your account on [Insert Date of Charge].

After reviewing your account, we discovered that the charge of [Insert Amount] was incorrectly processed due to [brief explanation of the error]. We sincerely apologize for any inconvenience this may have caused.

We have rectified the charge, and as of today, your account has been credited with the amount of [Insert Amount]. You can expect to see this adjustment reflected in your balance within [Insert Time Frame].

If you have any further questions or concerns, please do not hesitate to contact us at [Insert Contact Information]. We appreciate your understanding and continued loyalty.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]