

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding the billing correction needed for my account [Your Account Number].

As noted in my last letter dated [Date of Previous Letter], there was an error in the billing statement dated [Date of Billing Statement]. The discrepancy involves [briefly describe the issue, e.g., incorrect charge, missing credit].

Could you please provide me with an update regarding this matter? Your assistance in resolving this issue promptly would be greatly appreciated as it affects my account balance.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]