

Billing Error Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you about a recent billing error associated with your account [Account Number]. During a routine review of our records, we discovered that an incorrect amount was charged to your account on [Insert Date of Error].

The incorrect charge was identified as follows:

- Original Charge: [Insert Original Charge]
- Correct Charge: [Insert Correct Charge]
- Discrepancy Amount: [Insert Discrepancy Amount]

We sincerely apologize for any confusion this may have caused. Corrective measures have been taken, and the appropriate adjustments will be reflected in your next billing statement. If you have any questions or need further assistance, please do not hesitate to contact our billing department at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]