

Billing Inquiry Resolution

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for reaching out regarding your billing inquiry. We value your concerns and strive to provide a satisfactory resolution.

Following our investigation regarding your account, we found that [briefly state the findings related to the billing issue]. We appreciate your patience as we addressed this matter.

As a resolution, we have [explain the solution offered, e.g., corrected the billing statement, issued a refund, etc.]. You should see this reflected in your account by [provide a timeline].

If you have any further questions or require additional assistance, please do not hesitate to contact us at [contact information].

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Company Name]