

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to acknowledge receipt of your correspondence regarding an incorrect billing issue I experienced. I appreciate your prompt attention to this matter.

Upon reviewing my account, I noticed that there was an error in the billing for [insert specifics about the billing issue]. I believe that [explain briefly the nature of the error].

Thank you for your assistance in resolving this matter. I look forward to your prompt response to clarify and correct the billing issue as soon as possible.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]