

Letter of Regret for Erroneous Billing Statement

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]

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

Dear [Recipient Name],

We hope this message finds you well. We are writing to express our sincere apologies for the recent billing statement you received from us dated [insert date of erroneous statement]. After a thorough review, we discovered that it contained an error that resulted in incorrect charges being applied to your account.

Please be assured that we take this matter seriously and are committed to correcting this mistake promptly. A revised billing statement reflecting the accurate charges will be sent to you by [insert date]. In addition, we will ensure that all necessary measures are taken to prevent such occurrences in the future.

We appreciate your understanding and patience during this time. If you have any questions or require further assistance, please do not hesitate to contact us at [insert contact information].

Thank you for your continued support.

Sincerely,

[Your Signature]
[Your Name]
[Your Title]
[Your Company]