

# Letter of Acknowledgment and Apology for Billing Inaccuracies

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We wish to express our sincere apologies for the recent billing inaccuracies you experienced with our services. After reviewing your account, we have discovered that an error occurred regarding [brief description of the inaccuracies].

We truly value your business and appreciate your understanding as we work to rectify this situation. We have taken the necessary steps to correct the billing issue and ensure it does not happen again in the future.

As a gesture of goodwill, we would like to offer you [mention any compensation if applicable, e.g., a discount, credit]. Thank you for your patience and understanding in this matter.

If you have any further questions or concerns, please do not hesitate to contact us directly at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]