

# Utility Bill Correction Notice

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to inform you regarding a correction made to your utility bill for the period of [Insert Billing Period]. After reviewing our records, we identified an error in your previous statement.

The following corrections have been made:

- Original Amount: [Original Amount]
- Corrected Amount: [Corrected Amount]

We apologize for any inconvenience this may have caused and appreciate your understanding. The updated bill is attached for your reference. Please feel free to reach out to our customer service at [Customer Service Phone Number] or [Customer Service Email] if you have any questions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]