

# Dear [Client's Name],

We hope this message finds you well. We are writing to address a billing discrepancy that has come to our attention regarding your recent invoice dated [Invoice Date].

Upon reviewing your account, we noticed that [brief description of the discrepancy, e.g., "a charge for services not rendered," "an incorrect billing rate," etc.]. This may have led to an unexpected amount on your bill.

We would like to assure you that we are committed to resolving this matter promptly. Here are the steps we are taking:

- Investigating the discrepancy in detail.
- Correcting the invoice and issuing a revised statement.
- Ensuring that your future bills are accurate and reflect the agreed-upon rates and services.

If you have any questions or concerns regarding this matter, please do not hesitate to contact us at [Contact Information]. We appreciate your understanding and patience as we resolve this issue.

Thank you for your continued trust in our services.

**Sincerely,**

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]