

Notification of Erroneous Billing Statement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that we have identified an error in the billing statement issued to you for the period of [Insert Date Range]. The total amount stated was incorrectly calculated due to [briefly explain reason].

We sincerely apologize for any confusion this may have caused. The corrected statement has been attached for your records, reflecting the accurate amount of [Insert Correct Amount].

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]