

Billing Correction Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Account Number: [Customer's Account Number]

Dear [Customer's Name],

We are writing to inform you about a correction in your billing statement for the period of [Insert Billing Period].

Upon reviewing your account, we discovered an error that resulted in an overcharge/undercharge of [Specify Amount]. This was due to [Brief Explanation of Error].

We have corrected your billing statement accordingly and attached a copy for your records. The corrected total amount due is now [Insert Corrected Amount].

We apologize for any inconvenience this may have caused. Should you have any questions or concerns, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]