

# Billing Adjustment Announcement

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a recent billing adjustment to your account (Account Number: [Account Number]).

After reviewing your account, we have identified an error in the previous billing cycle that resulted in an overcharge. We have now corrected this issue and adjusted your bill accordingly.

Your new balance is [New Balance] and the adjustment will be reflected in your next billing statement, which will be issued on [Billing Date].

We apologize for any inconvenience this may have caused and appreciate your understanding as we strive to provide the best service possible.

If you have any questions, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]