

Billing Error Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a billing error I have noticed on my recent invoice dated [Insert Invoice Date].

The invoice number is [Insert Invoice Number], and the total amount charged was [Insert Amount]. However, after reviewing the details, I found that [briefly explain the error, e.g., "the charge for service XYZ was duplicated"].

I kindly request a correction to be made to my account and that a revised invoice be issued reflecting the accurate charges. Enclosed with this letter are copies of the relevant documents for your reference.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]