

Revised Billing Statement

Date: [Insert Date]

Bill To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We hope this message finds you well. Please find attached the revised billing statement for your account with us. The following adjustments have been made:

Billing Details:

Description	Original Amount	Revised Amount
[Service/Product Description]	[Original Amount]	[Revised Amount]

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

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]