

Subject: Follow-Up on Billing Correction Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding a billing correction for my account [Account Number or Order Number].

I submitted the initial request on [Date of Initial Request] and would appreciate an update on the status of the correction. It is important for me to resolve this matter promptly.

If you require any additional information or documentation from my side, please let me know. Thank you for your assistance in this matter.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Address]