

Updated Billing Statement

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that we have updated your billing statement following the recent return of your payment. Please find the details of your account below:

Account Summary

Account Number: [Account Number]

Previous Balance: \$[Previous Balance]

Payments Received: \$[Payments Received]

Returned Payment: \$[Returned Payment]

New Balance: \$[New Balance]

Please note that your payment of \$[Returned Payment] was returned on [Insert Date of Return]. We kindly request that you remit the outstanding balance at your earliest convenience to avoid any late fees.

Payment Options

You can make your payment through the following methods:

- Online: [Insert Website]
- Phone: [Insert Phone Number]
- Mail: [Insert Mailing Address]

If you have any questions or need assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]