

# Billing Error Rectification and Apology

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an error that I recently discovered in my billing statement dated [Insert Billing Date]. Upon reviewing the document, I noticed that the amount charged does not accurately reflect the services rendered.

Specifically, the discrepancy involves [mention the exact nature of the error, e.g., overcharge, double charge, etc.]. According to my records, the correct amount should be [Insert Correct Amount]. I have attached supporting documents for your reference.

I sincerely apologize for any inconvenience caused by this oversight and appreciate your prompt attention to this matter. I kindly request that you rectify the billing error and issue a corrected statement at your earliest convenience.

Thank you for your understanding and support. Please feel free to reach out if you need any additional information.

Warm regards,

[Your Name]