

Letter of Rectification

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 that I have noticed on my recent invoice ([Invoice Number]) dated [Invoice Date].

It appears that [describe the mistake briefly, e.g., "an incorrect charge has been applied to my account"]. I truly regret any inconvenience this may have caused and appreciate your understanding in rectifying the matter.

I kindly request that you review the billing details and issue a corrected invoice at your earliest convenience. Should you require any further information to assist with this process, please do not hesitate to contact me.

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

Sincerely,

[Your Name]