

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Subject: Adjustment of Billing Statement for Account #[Account Number]

Dear [Customer Name],

Thank you for your continued partnership with [Your Company Name]. We appreciate the opportunity to serve your business and value your feedback regarding our services.

We are writing to formally acknowledge and address the discrepancy you recently brought to our attention regarding your account billing statement dated [Statement Date]. Upon thorough review, we discovered that the following error(s) occurred:

- **Original Charge/Discrepancy:** [Describe the incorrect charge or billing issue]
- **Corrected Amount:** [Provide the accurate amount and details]

Please find attached a revised copy of your billing statement, reflecting the necessary corrections. We have adjusted your account and the updated balance is now [Corrected Balance].

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. At [Your Company Name], we are committed to maintaining transparency and ensuring accuracy in all our financial transactions.

If you have any further questions or concerns, please feel free to contact us at [Contact Information] or reply directly to this letter. We look forward to continuing our business relationship and ensuring your satisfaction.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]