

Your Company Name
123 Business Road
City, State ZIP
Phone: (123) 456-7890
Email: billing@yourcompany.com

Date:

Recipient Name

Client Company Name
Recipient Address Line 1
City, State ZIP

Subject: Billing Adjustment and Apology for Service Charge Error

Dear [Recipient Name],

We are writing to address and correct an error identified in your recent invoice regarding service fees. Upon review, it has come to our attention that an incorrect service charge was applied to your account. We sincerely apologize for this oversight and any resulting inconvenience.

At Your Company Name, we are committed to ensuring both accuracy in our billing process and transparent communication with our valued clients. Please find attached the revised invoice, which accurately reflects the corrected amount due.

If you have already made a payment based on the previously issued invoice, a credit will be applied to your account, or a refund can be arranged as necessary. Should you have any questions or need further assistance regarding your account, please do not hesitate to contact us at (123) 456-7890 or reply to this email.

Once again, we apologize for the error and appreciate your understanding. Thank you for your continued trust in our services.

Sincerely,

[Your Name]
[Your Title/Position]
Your Company Name