

Billing Error Notification

Dear Customer,

We have identified a billing error on your account. Please review the details below and contact us if you have any questions or concerns.

Account Name	ABC Company
Invoice Number	INV-12345
Error Description	Duplicate charge for the month of May 2024
Amount Involved	\$250.00
Corrective Action	Refund will be issued within 5 business days

If you have any questions, please contact our billing department at (123) 456-7890 or email us at billing@example.com

Thank you for your prompt attention to this matter.

Sincerely,
The Billing Team

Your Response:

Submit