

Short apology email for billing issue

Subject: Billing Error Correction

Dear [Customer Name],

We identified an error in your recent bill. The correct amount is [Correct Amount]. We apologize for the mistake.

Your updated invoice is attached. Thank you for your understanding.

Sincerely,

[Name]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/letter-of-apology-for-billing-error>