

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Name
Account No.

Dear Name:

On Date our statement for services regarding this account in the amount of \$ was rendered to you. However, the total amount of our statement was wrong. The total amount should be \$. Please use this statement instead of using the one submitted to you on Date.

Thank you for your prompt attention in this matter.

Sincerely,

Name

BY:

Name

/
Enclosure