[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Final Confirmation of Billing Cycle Error Resolution

Dear [Customer Name],

We are writing to formally confirm that the billing cycle error on your account, [Account Number], has been fully resolved.

After a thorough review, we identified an error regarding [brief description of error, e.g., double charging/incorrect rate/timing overlap]. We have taken the following actions to correct your statement:

- Adjustment Amount: [Amount]
- Credit Applied to Account: [Date]
- Corrected Balance: [New Balance]

This correction will be reflected in your next regular billing statement. No further action is required on your part. We have also updated our systems to ensure this specific issue does not recur in future billing cycles.

We sincerely apologize for any inconvenience or concern this discrepancy may have caused. We value your business and are committed to providing you with accurate billing services.

If you have any remaining questions regarding this resolution, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]