

«Company»
100 Main Street
Suite 14-B
Anytown, U.S.A. 07945
«CPhone»

2/4/23

Marvin Acme
Acme Sales, Inc.
100 Main Street
Add2
Toontown, USA «ZIP1»

Dear Marv:

Thanks for alerting us to your concerns about your statement. We are researching the charges on the statement, and we expect to contact you shortly with a resolution to the problem. In the meantime, we've credited your account for the amount in question.

Please feel free to call me if you have further questions about this matter, or if I can assist you in some other way.

Sincerely,