

Refund Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a refund for an overcharged amount on my recent transaction with your company.

On [insert purchase date], I made a purchase of [insert product/service] with the order number [insert order number]. The total amount charged was [insert charged amount], but it has come to my attention that I was overcharged by [insert overcharged amount].

According to my records, the correct amount for this transaction should have been [insert correct amount]. I have attached a copy of the receipt and any relevant documentation for your reference.

Therefore, I kindly request a prompt refund of the overcharged amount of [insert overcharged amount] to my original payment method.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]