Urgent Refund Request for Billing Error

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an urgent refund due to a billing error that occurred on my account. My account number is [Account Number], and the transaction in question occurred on [Transaction Date].

Upon reviewing my billing statement, I noticed an erroneous charge of [Incorrect Amount] for [Description of Charge]. This charge is incorrect because [Brief Explanation of Why It's Incorrect]. I have attached supporting documents for your reference.

Given the nature of this error, I kindly request that the amount be refunded to my original payment method as soon as possible. I appreciate your prompt attention to this matter and look forward to resolving this issue swiftly.

Thank you for your cooperation.

Sincerely,

[Your Name]