

Refund Request for Incorrect Billing

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for an incorrect billing that occurred on my account. I noticed that my recent bill dated [Billing Date] reflects charges amounting to [Incorrect Amount], which is incorrect based on [explain briefly the reason, e.g., services received, quoted amount, etc.].

According to my records, the correct amount should be [Correct Amount]. I have attached copies of my previous statements and relevant documentation to support my claim.

I kindly ask you to review this matter and process my refund as soon as possible. Please let me know if you require any further information.

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

Sincerely,

[Your Name]