

Refund Request for Overcharged Tech Services

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Customer Service Department
[Company Name]
[Company Address]
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally request a refund for an overcharge on my recent invoice for tech services. On [insert date], I was billed [insert amount], which exceeds the agreed-upon amount of [insert original amount].

Details of the transaction are as follows:

- Invoice Number: [Insert Invoice Number]
- Date of Service: [Insert Date]
- Description of Services: [Insert Description]

I kindly ask that you review my account and initiate a refund for the overcharged amount of [insert overcharged amount]. Please find attached any relevant supporting documents for your reference.

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

Sincerely,
[Your Name]