

Refund Request for Overcharged Amount

Date: [Insert Date]

To,

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for an overcharged amount on my recent transaction with your company.

On [Insert Transaction Date], I made a purchase of [Insert Item/Service] and was charged [Insert Amount]. However, the correct amount should have been [Insert Correct Amount]. I have attached all relevant documentation, including a copy of my receipt, for your reference.

I would appreciate it if you could process my refund at your earliest convenience. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]