

# Refund Request for Billing Error

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a refund for a billing error that occurred on my account. I noticed that my recent statement dated [Date of Statement] includes a charge of [Incorrect Amount] for [Description of Error].

Upon reviewing my account, I believe this charge is incorrect because [Brief Explanation of the Error]. I would appreciate your assistance in rectifying this matter and processing a refund for the overcharged amount.

My account details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]

Attached to this letter are copies of relevant documents supporting my claim, including [List of Documents]. Thank you for your prompt attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]