

# Refund Request for Overcharged Amount

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a refund for an overcharged amount on my recent transaction with [Company Name]. The transaction took place on [Transaction Date] for the amount of [Charged Amount], but the correct amount should have been [Correct Amount].

Attached are copies of the receipt and any relevant documentation supporting my claim. I kindly ask that you process this refund at your earliest convenience.

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

Sincerely,

[Your Name]