

Refund Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service/Specific Contact Person],

I am writing to formally request a refund due to an overbilling issue on my recent invoice, [Invoice Number], dated [Invoice Date]. It appears that I have been incorrectly charged [specific amount or service] which exceeds the agreed-upon amount.

I have attached a copy of the invoice along with any relevant documentation for your reference. According to my records, the correct amount should be [Correct Amount].

I kindly request the refund of the overbilled amount of [Overbilled Amount] to be processed at your earliest convenience. Please confirm receipt of this request and let me know how long it will take to process my refund.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]