

# Refund Request for Financial Service Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund due to an error that occurred during my recent transaction with your financial services. On [insert date of transaction], I was charged an incorrect amount of [insert amount] due to [briefly explain the error].

According to the records from my account, the correct amount should have been [insert correct amount]. I have attached relevant documentation to support my claim, including transaction receipts and account statements.

I kindly ask for a prompt resolution to this matter and a refund of the erroneous charge at your earliest convenience. Please let me know if you require any further information.

Thank you for your attention to this issue. I look forward to your swift reply.

Sincerely,

[Your Name]