

Refund Adjustment Request for Overbilling

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Dear [Recipient's Name],

I am writing to formally request a refund adjustment regarding my recent billing statement dated [Billing Date], for account number [Account Number]. Upon reviewing my bill, I noticed an overcharge amounting to [Overcharged Amount], which I believe requires correction.

Details of the overbilling are as follows:

- Service/Product Description: [Service/Product]
- Charged Amount: [Charged Amount]
- Expected Amount: [Expected Amount]
- Date of Charge: [Date]

I kindly request that you review this matter and initiate a refund for the overcharged amount at your earliest convenience. Attached are the relevant documents supporting my request.

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

Sincerely,
[Your Name]