

Refund Appeal for Billing Error

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Appeal for Refund Due to Billing Error

Dear [Customer Service Manager's Name],

I am writing to formally appeal for a refund regarding a billing error that occurred on my account (Account Number: [Your Account Number]). After reviewing my recent billing statement dated [Billing Statement Date], I noticed an incorrect charge of [Incorrect Amount].

I believe this charge is an error because [briefly explain the reason for the error, e.g., "I did not authorize this charge" or "I was promised a different rate"]. Enclosed is a copy of the billing statement along with any relevant documents supporting my appeal.

I kindly request that you investigate this matter and issue a refund for the incorrect charge at your earliest convenience. Thank you for your prompt attention to this issue. I look forward to your positive response.

Sincerely,

[Your Name]