

Formal Appeal for Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally appeal for a refund regarding a recent billing error that has resulted in an excess charge on my account. My account number is [Account Number], and the billing statement in question is dated [Billing Date].

Upon reviewing my statement, I noticed an unauthorized charge of [Amount] which exceeds the agreed-upon terms of my service. After contacting customer service on [Date], I was advised that the excess charge would be addressed, yet I have yet to see any resolution or refund.

Considering the circumstances, I kindly request that you process a refund for the excess amount billed and provide confirmation once this has been completed. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]