

Demand for Reimbursement of Invalid Charge

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request reimbursement for an invalid charge that appeared on my account on [date of charge]. The charge, totaling [amount], was [describe the charge, e.g., "for a service I did not receive" or "incorrectly billed"].

Despite my previous communications with your customer service team regarding this issue, the matter remains unresolved. I have attached supporting documents, including [list any relevant documents, e.g., receipts, invoices, etc.], for your review.

Under our agreement and the consumer protection regulations, I believe this charge is invalid and should be reimbursed promptly. I kindly request that the amount be refunded to my account within [specify time frame, e.g., "14 days"] of receiving this letter.

If I do not receive a satisfactory response within the stipulated time, I will have no choice but to escalate this matter further.

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

Sincerely,
Your Name