

# Refund Appeal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for an improper charge that was applied to my account on [Date of Charge]. The charge in question was for [Description of Charge], which I believe has been incorrectly billed to my account.

Upon reviewing my account and the terms of service, it is clear that this charge does not align with my understanding of the agreed terms. I have attached relevant documents and evidence to support my claim.

I kindly request that you review this matter and process a refund of the charge amounting to [Amount]. I appreciate your prompt attention to this issue and look forward to your swift response.

Thank you for your cooperation.

Sincerely,

[Your Name]