

# Refund Request for Billing Mistake

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[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 due to a billing mistake that occurred on my recent invoice, dated [Insert Invoice Date]. The invoice number is [Insert Invoice Number]. Upon reviewing my billing statement, I noticed an incorrect charge of [Insert Amount] for [Insert Description of Charge].

I believe this charge is erroneous because [briefly explain the reason for the mistake or provide evidence if necessary]. I kindly ask that you review my account and issue a refund for the disputed amount at your earliest convenience.

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

Sincerely,

[Your Name]