

Request for Refund

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

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund due to a bookkeeping error that occurred with my recent transaction.

On [date of transaction], I was charged [amount] for [description of the service/product]. However, upon reviewing my records, I noticed a discrepancy that indicates I should have been charged [correct amount]. This error has led to an overcharge of [refund amount].

I have attached supporting documents, including [list relevant documents], for your review. I kindly ask that you process the refund at your earliest convenience.

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

Sincerely,
Your Name