

Request for Refund Due to Billing Error

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Today's Date]

Recipient Information

Company Name: [Company Name]

Address: [Company Address]

City, State, Zip: [Company City, State, Zip]

Subject: Request for Refund on Overcharge

Dear [Recipient's Name],

I am writing to formally request a refund due to an overcharge on my recent bill dated [Billing Date]. After reviewing my billing statement, I noticed an error that resulted in an excess charge of [Amount].

Details of the transaction are as follows:

- Account Number: [Your Account Number]
- Billing Cycle: [Billing Cycle Dates]
- Incorrect Charge: [Amount] (Description of charge)
- Expected Charge: [Amount] (Description of charge)

I kindly request that you review this matter and process a refund of the overcharged amount at your earliest convenience. I have attached copies of my billing statement and any relevant documentation for your reference.

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

Sincerely,

[Your Name]