Refund Request for Tax Invoice Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a refund for an error on my recent tax invoice dated [Insert Invoice Date], with invoice number [Insert Invoice Number]. Upon reviewing the invoice, I noticed discrepancies regarding [brief description of the error].

According to my records, [explain the correct amount or details]. This error has resulted in [explain any impact the error has had, if applicable].

I kindly request a review of this matter and a refund of the amount overcharged, totaling [insert amount]. I have attached copies of the invoice and any relevant documentation to support my request.

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

Sincerely,

[Your Name]