

# Service Refund Request for Billing Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to formally request a refund due to a billing error that occurred on my account ([Your Account Number]) for the service period of [Insert Date Range].

Upon reviewing my recent bill, I noticed that I was charged [Insert Amount] for [Describe the Service or Product], which appears to be incorrect based on [Explain Reason for the Discrepancy, e.g., previous agreements, offers, etc.].

I kindly request that you review my account and process a refund for the erroneous charge at your earliest convenience. Attached are copies of the relevant invoices and correspondence for your reference.

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

Sincerely,

[Your Name]