

Claim for Reimbursement of Mistaken Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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 reimbursement for a mistaken charge that was processed on my account on [Insert Date]. The charge in question is for [Insert Description of Charge], which I believe was incorrectly billed at [Insert Amount].

Upon reviewing my account statement, I noticed that this charge does not reflect my understanding of the transaction, as [Briefly Explain Reason for Claim]. I have attached all relevant documentation, including receipts and previous correspondence related to this matter, for your review.

I kindly ask that you investigate this issue and process the reimbursement at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]