

# Billing Refund Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for a billing error that occurred on my account. On [Insert Date of Billing], I was charged [Insert Amount] for [Insert Description of Charge]. However, I believe this charge is incorrect due to [brief explanation of the error].

I have attached relevant documents to support my request, including [list any attached documents, such as receipts or statements]. I appreciate your prompt attention to this matter and look forward to a timely resolution.

Thank you for your assistance.

Sincerely,

[Your Name]