

Refund Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to request a refund adjustment for an incorrect charge on my account.

On [insert date of transaction], I was charged [insert incorrect amount] for [insert description of the service/product]. However, the correct charge should have been [insert correct amount].

I have attached copies of my receipt and any other relevant documents to support my claim.

I kindly ask that you review my request and process the necessary refund adjustment at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]