

Refund Claim for Incorrect Billing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Refund - Incorrect Billing

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for an incorrect billing charge that appeared on my recent invoice dated [Invoice Date]. The details are as follows:

- **Invoice Number:** [Invoice Number]
- **Charged Amount:** \$[Charged Amount]
- **Correct Amount:** \$[Correct Amount]

Upon reviewing my account, I noticed that the charge exceeds the agreed amount for the services rendered. I have attached the relevant documentation to support my claim, including the original agreement and the invoice in question.

I kindly ask that you review this matter and process my refund at your earliest convenience. Please let me know if you need any additional information to facilitate this claim.

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

Sincerely,

[Your Name]