Refund Request for Erroneous Transaction

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for a recent transaction that was processed erroneously. The details of the transaction are as follows:

- Transaction Date: [Insert Date]
- Transaction Amount: [Insert Amount]
- Transaction ID: [Insert Transaction ID]
- Payment Method: [Insert Payment Method]

Unfortunately, this transaction was not authorized by me, and I kindly ask for your assistance in rectifying this matter. Attached to this letter, you will find any supporting documents required for your review.

I appreciate your prompt attention to this issue and look forward to your timely response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]