

Refund Request for Billing Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company 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 billing error that occurred on my account.

On [Insert Date], I noticed that my billing statement reflected an erroneous charge of [Insert Amount]. According to my records, the correct amount should have been [Insert Correct Amount]. I have attached copies of my receipts and previous correspondence for your reference.

I would appreciate it if you could investigate this matter and process the refund at your earliest convenience. Please let me know if you require any further information to assist with my request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]