

# Refund Request for Overcharges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Specific Name],

I am writing to formally request a refund for the overcharges applied to my recent transaction with your company. On [insert date of transaction], I made a purchase totaling [insert amount]. However, my account was charged [insert charged amount], which exceeds the agreed amount.

Attached are the relevant documents, including my receipt and bank statement highlighting this discrepancy.

I kindly ask that you review this matter and process my refund of [insert refund amount] at your earliest convenience. Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]