Refund Request for Overcharge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for an overcharge on my recent transaction with your company dated [insert date of transaction].

On [insert date], I made a purchase of [describe item or service purchased] for the amount of [insert amount]. However, I was charged [insert overcharged amount], which is an error.

Enclosed are copies of the receipts and any relevant documents for your reference. I kindly ask that you review my request and process a refund of the difference at your earliest convenience.

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

Sincerely,

[Your Name]