

Invoice Refund Request

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request an immediate refund for the invoice [Invoice Number] that was issued to me on [Invoice Date].

Unfortunately, [provide a brief explanation of the reason for the refund, such as a service issue, incorrect charge, etc.]. As a result, I believe it is appropriate to request a refund of [Amount].

Please find attached a copy of the invoice along with any supporting documents for your reference.

I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Address]
[Your Email Address]
[Your Phone Number]