

Invoice Refund Request Due to Billing Error

To Whom It May Concern,

I am writing to formally request a refund for Invoice #12345, dated January 1, 2023, due to a billing error.

Upon reviewing the invoice, I noticed the following discrepancy:

- Charged amount: \$500
- Correct amount: \$300

I kindly ask you to process the refund of \$200 at your earliest convenience. Please find attached a copy of the invoice along with supporting documentation for your reference.

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

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]