

Invoice Refund Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Invoice Refund Due to Billing Error

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for an overcharge on Invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the details, I have noticed a billing error that has resulted in an incorrect total amount.

The issue is as follows:

- Service/Product Description: [Description]
- Charged Amount: \$[Charged Amount]
- Correct Amount: \$[Correct Amount]
- Difference: \$[Difference]

Attached to this letter are copies of the relevant documents, including the invoice and any additional correspondence related to this matter.

I kindly ask that you review this issue and process a refund for the overcharged amount at your earliest convenience. Should you require any further information or documentation, please feel free to contact me directly.

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

Sincerely,

[Your Name]

[Your Position, if applicable]