Utility Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally request a refund for the overpayment on my utility account, following the resolution of our recent dispute regarding the charges on my account. My account number is [Insert Account Number].

After our discussion on [Insert Date of Resolution], it was agreed that the previous charges for [Insert Specific Charges] were incorrect and that a refund was warranted. The total refund amount should be [Insert Amount].

I would appreciate it if you could initiate the refund process at your earliest convenience. Please confirm the receipt of this request and the timeline for the refund.

Thank you for your assistance in this matter. Should you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]