

Refund Request for Billing Overpayment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a refund for an overpayment that occurred on my recent billing statement dated [billing date]. After reviewing my account, I noticed that an amount of [overpaid amount] was charged to my account, which exceeds my actual usage and agreed payment terms.

For your reference, my account number is [your account number], and the transaction details are as follows:

- Billing Period: [billing period]
- Amount Charged: [amount charged]
- Correct Amount: [correct amount]

I would appreciate it if you could initiate the refund process for the overpaid amount at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

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

Sincerely,

[Your Name]