

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Request for Refund Due to Incorrect Billing

Dear [Recipient's Name],

I am writing to bring to your attention an error regarding the recent billing statement associated with my account ([Account Number/Order ID: **[Insert ID]**]). On [Date of Transaction], I was billed the amount of **[Incorrect Amount]** instead of the correct amount of **[Expected Amount]** for the purchase of [Product/Service Name].

I have attached copies of my invoice and payment receipt for your reference. I kindly request a prompt review and correction of this billing discrepancy. Please process a refund of the overcharged amount to my original method of payment at your earliest convenience.

I value our relationship and would appreciate your swift attention to this matter to help maintain my confidence in your services. Thank you for your assistance and understanding.

Sincerely,  
[Your Name]