

Your Name
Your Position/Title
Your Company/Organization
Address Line 1
Address Line 2
City, State, ZIP Code
Email Address
Phone Number
Date: [Insert Date]

[Recipient Name]
[Recipient Title/Department, if known]
[Recipient Company/Organization]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, ZIP Code]

Subject: Request for Refund Due to Overcharge on Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally bring to your attention an overcharge identified on Invoice # [Invoice Number], dated [Invoice Date], pertaining to our recent transaction for [describe product/service].

Upon reviewing the invoice, I noticed that we were billed an amount of [Amount Charged], while the agreed-upon terms and supporting documentation indicate the correct amount should be [Correct Amount]. Attached, please find copies of the invoice, our purchase agreement, and supporting correspondence for your reference.

I kindly request that you review the above transaction and process a prompt refund of the overcharged amount, totaling [Refund Amount]. If a refund is not possible, please advise if a credit adjustment may be applied to our account.

We value our ongoing relationship with [Recipient Company/Organization] and would appreciate your prompt attention to this matter. Please confirm receipt of this request and inform us of the next steps regarding the resolution.

Thank you for your prompt cooperation. If you require any further information or supporting documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company/Organization]

Enclosures:

- Copy of Invoice #[Invoice Number]
- Purchase Agreement/Supporting Documents