

Sample Letter for Refund Request Due to Invoice Overcharge

This document provides a **sample letter for refund request due to invoice overcharge**, guiding individuals or businesses on how to formally address billing errors. The letter outlines the necessary components such as the description of the overcharge, reference to the original invoice, a clear request for the refund amount, and a polite tone to facilitate resolution. Using this sample ensures that refund requests are communicated effectively and professionally, helping to expedite the correction process and maintain good customer-supplier relationships.

Sample Letter

[Your Name / Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name / Company Name]
[Recipient Address]
[City, State, ZIP Code]
Subject: Request for Refund Due to Invoice Overcharge (Invoice #[Invoice Number])
Dear [Recipient Name],
I hope this message finds you well. I am writing to bring to your attention an overcharge identified on our recent invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the invoice, I noticed an overcharge of [Amount Overcharged], which appears to be a discrepancy based on our original agreement [or purchase order/reference, if applicable]. I kindly request a refund of the overcharged amount of [Amount Overcharged] at your earliest convenience. Please let me know if you require any further information to process this request.
Thank you for your prompt attention to this matter. I look forward to resolving this issue promptly and continuing our positive business relationship.
Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]