

# 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]