

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Adjustment and Expedited Refund Due to Service Overcharge

Dear [Recipient Name],

I am writing to formally request an adjustment regarding a recent overcharge on my account, as detailed in invoice number [Invoice Number], dated [Invoice Date]. Upon careful review, I noticed a discrepancy in the billing amount, which does not correspond to the agreed-upon service fees stated in our contract.

Specifically, the invoice reflects an overcharge of [Overcharged Amount], whereas the correct amount should be [Correct Amount]. This discrepancy appears to have resulted from [briefly describe the reason, e.g., a misapplied rate or an incorrect service quantity charged].

I kindly request that this matter be given immediate attention and that the necessary adjustments be made to my account. Furthermore, I respectfully request an expedited refund of the overcharged amount to ensure proper resolution and maintain the trust and transparency in our business relationship.

Attached are copies of the relevant documents, including the invoice and our original agreement, for your reference. Please confirm receipt of this request and inform me of the expected timeline for the correction and refund.

Thank you for your prompt attention to this matter. I look forward to a swift resolution and your confirmation of the adjustment.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]

[Your Address]

[Your City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]