

Formal Refund Request Overcharge

Subject: Refund Request for Overcharged Bill

Dear [Billing Department],

I am writing to inform you that my recent bill for [Service/Product] dated [Date] appears to have an overcharge of [Amount]. I request a refund for the overcharged amount at your earliest convenience.

Attached is a copy of the bill for reference. I look forward to your confirmation of the refund process.

Thank you for your attention.

Sincerely,

[Your Name]

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