

Overcharge Refund Letter

This package contains:

1. Instructions & Checklist for Overcharge Refund Letter
2. Overcharge Refund Letter

Instructions & Checklist for Overcharge Refund Letter

- This package contains (1) Instructions & Checklist for Overcharge Refund Letter; and (2) Overcharge Refund Letter;
- This form is designed to assist you in drafting a letter issuing a refund for an overcharge.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- Since it is impossible to create sample letters that suit every particular situation, we tried to make these samples more universal. Feel free to change wording and to add or delete text to tailor it to your particular circumstances.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

May 19, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

We mistakenly over billed you on invoice number [Invoice Number] dated [DATE], by \$ [AMOUNT]. The correct amount should have been \$[AMOUNT].

We have enclosed a refund check in the amount of \$[AMOUNT].

We sincerely apologize for this mistake and for any inconvenience this might have caused you.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Title if any or delete if none]

Enclosure