

Important: Potential Billing Duplicate Issues

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you of a potential duplicate billing issue that has been identified in our system related to your account.

Details of the issue:

- **Account Number:** [Account Number]
- **Duplicate Invoice Numbers:** [Invoice 1, Invoice 2]
- **Date of Transactions:** [Transaction Dates]

We recommend reviewing these charges at your earliest convenience. If you find that there are indeed duplicates or if you need further clarification, please do not hesitate to contact our billing department at [Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]