

Letter of Communication to Resolve Duplicate Payment Concerns

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a concern regarding a duplicate payment associated with our recent transactions.

Details of the payments are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Payment Dates:** [Insert Payment Dates]
- **Amount:** [Insert Payment Amount]

It appears that an error has occurred, resulting in multiple payments for the same invoice. We understand that discrepancies can happen and would appreciate your assistance in resolving this issue.

Please let us know how we can proceed to rectify this matter. If you require any further information or documentation from our side, do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]