

Follow-Up on Duplicate Charges Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on my previous correspondence regarding the duplicate charges on my account (Account Number: [Your Account Number]). As of today, I have yet to receive a resolution or response to my dispute.

The duplicate charges appeared on my statement dated [Insert Date] for the amount of [Insert Amount]. I previously submitted documentation supporting my claim, and I would appreciate an update on the status of this matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]