

# Inquiry Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Inquiry Regarding Duplicate Billing Discrepancies**

Dear [Billing Department/Specific Contact Name],

I hope this message finds you well. I am writing to bring to your attention an issue I have noticed regarding my recent bills. It appears that I have been charged twice for the services rendered for the month of [Month/Year]. The details of the charges are as follows:

- Invoice Number: [Invoice Number]
- Date of Charge: [Charge Date]
- Amount Charged: [Amount]

I kindly request that you review my account and provide clarification on this matter. If this is a duplicate charge, I would appreciate it if you could correct it and process a refund at your earliest convenience.

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

Sincerely,

[Your Name]