

# Notification of Suspected Duplicate Charge

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to bring to your attention a matter concerning your recent transactions with us.

Upon reviewing our records, we noticed what appears to be duplicate charges on your account related to the following transactions:

- Transaction Date: [Insert Date], Amount: [Insert Amount]
- Transaction Date: [Insert Date], Amount: [Insert Amount]

We take such matters seriously and are currently investigating these charges to ensure accuracy. We kindly ask you to review your account statement and notify us if you identify any discrepancies or if you have further information regarding these transactions.

We appreciate your prompt attention to this matter. Please feel free to contact our customer service team at [Insert Contact Information] if you have any questions or concerns.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]