

Request for Investigation on Erroneous Duplicate Charges

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Current Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request an investigation into erroneous duplicate charges that have been applied to my account. Upon reviewing my recent account statements, I have identified charges made on [date(s)] that appear to be duplicates of previous transactions.

The details of the charges are as follows:

- Charge Amount: [Amount]
- Transaction Date: [Date]
- Transaction Reference: [Reference Number]

I kindly ask that you review these charges and address this matter promptly. If needed, I can provide additional documentation to support my claim.

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

Sincerely,

[Your Name]