

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request an investigation into a duplicate transaction that occurred on my account. The details of the transaction are as follows:

- **Transaction Date:** [Insert Date]
- **Transaction Amount:** [Insert Amount]
- **Transaction Reference Number:** [Insert Reference Number]
- **Account Number:** [Insert Account Number]

Upon reviewing my account statements, I noticed that the above transaction has been debited twice. I would appreciate your prompt attention to this matter and kindly request a resolution at your earliest convenience.

Please let me know if you require any further information to assist in your investigation. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]