

Account Duplication Statement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address an issue regarding the duplication of my account associated with [insert account number or identifier]. After reviewing my records, it has come to my attention that there are two accounts under my name, which has led to confusion and discrepancies in my transactions.

Account Details:

- Account Number 1: [Insert Account Number 1]
- Account Number 2: [Insert Account Number 2]

I kindly request that you investigate this matter and advise on the necessary steps to resolve the duplication issue. I appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]