

Duplicate Charge Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally appeal a duplicate charge that has appeared on my recent billing statement for my account ([insert account number]). I have been a loyal customer of [Telecom Company Name] and expect clear communication regarding billing matters.

On [insert date of charge], my account was charged for [insert details of the charge]. However, upon reviewing my statements, I noticed that this charge has been applied twice. The details are as follows:

- Charge Date: [insert date]
- Charge Amount: [insert amount]
- Reference Number: [insert reference number]

I kindly request a review of this charge and a prompt correction to my account. I have attached supporting documents, including my billing statements, for your reference.

Thank you for your attention to this matter. I look forward to your prompt response and resolution of this issue.

Sincerely,

[Your Name]