

# Letter of Appeal for Duplicate Billing Charge Correction

Date: [Insert Date]

To: [Billing Department/Customer Service]

[Company Name]

[Company Address]

Dear [Billing Department/Customer Service],

I hope this message finds you well. I am writing to formally appeal a duplicate billing charge that I noticed on my recent statement dated [insert date]. The account number associated with this charge is [insert account number].

Upon reviewing my billing statement, I found that I was charged [insert amount] twice for [insert details regarding the service or product]. I believe this to be an error as I only received [insert details confirming single receipt of service/product].

I kindly request your assistance in correcting this duplicate charge at your earliest convenience. I have attached copies of my billing statement and any relevant documentation for your reference.

Thank you for your attention to this matter. I look forward to your prompt response and the resolution of my account. Should you need any further information, please do not hesitate to contact me at [insert your phone number] or [insert your email address].

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Account Number]