

Subject: Complaint Regarding Erroneous Duplicate Account Fees

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Customer Service
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service,

I am writing to formally address an issue I have encountered regarding duplicate account fees charged to my account. My account number is [Your Account Number]. I have been notified of these charges on [Date of Notification] and would like to dispute them as I believe they are erroneous.

Upon review of my account statements, I have noticed that these fees do not correspond to any service I have utilized or agreed upon in my contract. Furthermore, it appears that my account has been mistakenly labeled as a duplicate, leading to these unwarranted charges.

I kindly request a thorough review of my account and the removal of these duplicate fees. Additionally, I would appreciate a written confirmation of the resolution of this issue and any further steps you may take to ensure this does not happen again in the future.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,
[Your Name]