

Letter of Demand for Refund

Date: [Insert Date]

To,

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

Subject: Demand for Refund on Duplicate Account Charges

Dear [Customer Service Manager's Name],

I am writing to formally demand a refund for duplicate charges that were debited from my account. My account number is [Your Account Number]. On [Date of Charge], I noticed that a charge of [Amount] was applied two times for the same service, which I believe to be an error.

I request that the duplicate charge of [Amount] be refunded to my account as soon as possible. Attached to this letter are copies of my bank statements highlighting the duplicate charges for your reference.

Please acknowledge the receipt of this letter and let me know the outcome at your earliest convenience. I appreciate your prompt attention to this matter.

Sincerely,

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