

# Account Billing Issue Notification

Date: [Insert Date]

To: [Billing Department/Customer Service]

From: [Your Name]

Account Number: [Your Account Number]

Email: [Your Email Address]

Dear [Billing Department/Customer Service],

I am writing to bring to your attention a billing issue regarding my account. It appears that there are duplicate charges that have been applied to my account for the month of [Insert Month/Year].

Specifically, I have noticed the following discrepancies:

- Charge Date: [Insert date] - Amount: [Insert amount]
- Charge Date: [Insert date] - Amount: [Insert amount]

I kindly request that you review my account and resolve this issue at your earliest convenience. Please let me know if you require any further information or documentation from my side.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Number]