

# Duplicate Account Charge Dispute

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Department/Specific Contact Name],

I am writing to formally dispute a duplicate charge on my account dated [date of charge]. My account number is [Your Account Number].

Upon reviewing my account statements, I noticed that I have been billed twice for the same service. The details of the charges are as follows:

- Charge 1: [Amount], Date: [Date of First Charge]
- Charge 2: [Amount], Date: [Date of Second Charge]

I request that you investigate this matter and provide a resolution. I believe a refund of the duplicative charge is warranted.

Please let me know if you require any further information to assist in resolving this issue. I look forward to your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]