

Subject: Inquiry Regarding Duplicate Account Billing Error

Dear [Billing Department/Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an issue I encountered with my account, [Your Account Number], regarding duplicate billing.

Upon reviewing my recent statements, I noticed that I have been billed twice for the same service/product for the month of [Specific Month/Year]. The duplicate charges are as follows:

- Charge 1: [Amount and Date]
- Charge 2: [Amount and Date]

Please investigate this matter at your earliest convenience and let me know how it can be resolved. I would appreciate any corrections needed to rectify this billing error.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]