

Request to Rectify Duplicate Account Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Account Number]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review and rectification of duplicate charges on my account for the recent billing cycle. Upon reviewing my statement, I noticed that I have been billed twice for [specific service or item], which has resulted in an incorrect balance.

The details of the duplicate charges are as follows:

- Date of Transaction: [Insert Date]
- Charge Amount: [Insert Amount]
- Transaction Reference Number: [Insert Number]

I kindly ask you to investigate this matter and provide a prompt resolution. I appreciate your attention to this issue and look forward to your timely response.

Thank you for your assistance.

Sincerely,

[Your Name]