

# Refund Request for Duplicate Billing

Date: [Insert Date]

To,  
[Billing Department/Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund due to duplicate billing on my account. My account number is [Account Number]. I noticed that I have been charged twice for [describe the service/product] on [mention the date(s) of the transaction(s)].

The details of the duplicate charges are as follows:

- Transaction Date: [date]
- Amount Charged: [amount]
- Transaction Reference Number: [reference number]

I kindly request that you process a refund for the duplicate charge as soon as possible. Please let me know if you require any further information or documentation to expedite the process.

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

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