

# Dispute Letter for Double Billing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Department/Specific Contact Name],

I am writing to formally dispute a transaction that has resulted in double billing to my account. The details of the transaction in question are as follows:

- **Transaction Date:** [Insert Date]
- **Transaction Amount:** [Insert Amount]
- **Transaction Reference Number:** [Insert Reference Number]

Upon reviewing my statement, I noticed that I have been charged twice for the same service/product. I kindly request that you investigate this matter and process a refund for the duplicate charge.

Attached to this letter, you will find copies of my relevant billing statements and receipts for your reference. Please let me know if you require any further information to assist in resolving this issue.

Thank you for your prompt attention to this matter. I look forward to your response and a resolution to my dispute.

Sincerely,

[Your Name]