

Letter of Acknowledgment of Duplicate Charge

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge the duplicate charge that occurred on your account on [Insert Date of Charge]. We sincerely apologize for any inconvenience this may have caused.

We have reviewed your account and confirmed that a duplicate transaction occurred for the amount of [Insert Amount]. The refund process has been initiated and the amount will be credited back to your account within [Insert Time Frame].

Thank you for your understanding and patience in this matter. If you have any further questions or concerns, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]