

Refund Notice for Double Charge

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Refund of Double Charge

Dear [Recipient's Name],

I am writing to bring to your attention an issue regarding a recent transaction on my account. I noticed that I was charged twice for [insert details of the transaction, e.g., purchase date and amount].

As I only authorized a single payment, I kindly request a prompt refund of the duplicate charge. I have attached relevant documentation for your reference.

Please let me know if you require any further information to process this request.

Thank you for your assistance in resolving this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]