

Date: [Insert Date]

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Duplicate Payment Recovery

I hope this message finds you well. I am writing to formally request your assistance in recovering a duplicate payment that was processed on [insert payment date]. The details of the transaction are as follows:

- **Transaction ID:** [Insert Transaction ID]
- **Amount:** [Insert Amount]
- **Payment Method:** [Insert Payment Method]
- **Date of Duplicate Payment:** [Insert Date]

Upon reviewing my records, it appears that I inadvertently made two payments for the same invoice number [insert invoice number]. I would greatly appreciate it if you could look into this matter and initiate the necessary steps to process a refund for the duplicate amount.

If you require any further documentation or details to assist in this process, please do not hesitate to contact me at your earliest convenience. Thank you for your prompt attention to this matter. I look forward to your quick response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]