

Subject: Follow-Up on Refund Status for Duplicate Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the refund for a duplicate payment made on [Date] for the amount of [Amount].

As it has been [number of days/weeks] since my initial inquiry, I would appreciate any updates you might have on the status of my refund. My order reference number is [Order Number].

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

Sincerely,

[Your Name]

[Your Contact Information]