

# Formal Notification for Duplicate Transaction Refund

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Duplicate Transaction and Refund Process

We are contacting you regarding a recent transaction identified in our records that appears to be a duplicate.

Transaction Details:

- Transaction ID: [Insert Transaction ID]
- Transaction Date: [Insert Transaction Date]
- Amount: [Insert Amount]

Upon review, we understand that this transaction was processed twice in error. We sincerely apologize for any inconvenience this may have caused.

We are initiating a refund for the duplicate transaction, and you can expect the amount of [Insert Amount] to be credited back to your account within [Insert Time Frame].

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]