

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about a duplicate payment that was processed for my account. On [date of duplicate payment], I noticed that I was charged a total of [amount] twice for the same transaction.

For your reference, the transaction details are as follows:

- Transaction ID: [Transaction ID]
- Payment Date: [Payment Date]
- Amount: [Initial Amount]

I kindly request your assistance in reviewing this matter and processing a reimbursement for the duplicate charge. If you need any further information or documentation from my side, please do not hesitate to inform me.

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

Sincerely,

[Your Name]