

Subject: Request for Refund Due to Double Billing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I am writing to formally request a refund for a double billing issue that has occurred on my account. On [insert date of transactions], I noticed that I was billed twice for [describe the product or service].

Details of the transactions are as follows:

- Transaction 1: [Insert details]
- Transaction 2: [Insert details]

I believe this is an error, and I kindly request a review of my account to rectify this issue. Attached are copies of my account statements showing the duplicate charges for your reference.

Please inform me of any steps I need to take to facilitate this refund process. I appreciate your prompt attention to this matter and look forward to a resolution soon.

Thank you for your assistance.

Sincerely,

[Your Name]