

Demand for Refund of Duplicate Payment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for a duplicate payment made on [Date of Payment] for [Description of Goods/Services]. The payment, in the amount of [Amount], was made via [Payment Method]. Unfortunately, it appears that this payment was processed twice.

Attached, you will find the relevant documentation, including receipts and transaction records for both payments. Please review the details at your earliest convenience and process the refund for the duplicate charge.

I appreciate your prompt attention to this matter and look forward to your swift resolution. Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]