

Follow-Up on Refunded Duplicate Charge

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the duplicate charge that I reported on [date of initial report]. I appreciate your assistance in addressing this issue.

As discussed, the charge in question was for [amount] on [date of charge] and was refunded on [date of refund]. However, I have not yet seen the funds credited back to my account. I kindly request an update on the status of the refund process.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Account Number (if applicable)]