

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Objection to Double Charge

Dear [Recipient Name],

I am writing to formally object to the double charge that was applied to my account on [date of transaction]. I noticed that my account was charged twice for the same transaction, with the reference numbers [reference number 1] and [reference number 2].

Upon reviewing my account statement, I believe this was a mistake and should be rectified immediately. I kindly request a full refund for the duplicate charge and an explanation regarding how this occurred.

I have attached copies of my transaction records for your reference. Please investigate this matter at your earliest convenience and advise me of the outcome.

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

Sincerely,

[Your Name]