Inquiry Regarding Duplicate Transaction Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about a duplicate transaction that occurred on [Insert Transaction Date] for the amount of [Insert Amount]. The transaction IDs for both charges are [Insert Transaction ID 1] and [Insert Transaction ID 2].

Upon reviewing my account, I noticed that my card was charged twice for the same purchase. I would greatly appreciate your assistance in resolving this matter and processing a refund for the duplicate transaction.

Please let me know if you need any additional information to expedite this request. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]