

Subject: Dispute of Duplicate Fee Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally dispute a duplicate fee charge that has recently appeared on my account with [Company/Organization Name].

Details of the dispute are as follows:

- **Account Number:** [Your Account Number]
- **Duplicate Fee Amount:** [Amount]
- **Date of Charge:** [Date]
- **Description of Charge:** [Description]

After reviewing my records, I believe that this fee has been charged in error, as I have already made the necessary payment for [service/product]. I have attached copies of relevant documents, including receipts and communications, for your reference.

I kindly request that this matter be reviewed, and the duplicate fee be reversed at your earliest convenience. I appreciate your prompt attention to this issue and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]