

# Refund Request for Duplicate Charge

**Your Name:** [Your Name]

**Your Address:** [Your Address]

**Your Email:** [Your Email]

**Your Phone Number:** [Your Phone Number]

**Date:** [Date]

**Company Name:** [Company Name]

**Company Address:** [Company Address]

Dear [Customer Service/Specific Name],

I am writing to formally request a refund for a duplicate charge that occurred on my account. On [Date of Transaction], I was charged [Amount] twice for [Description of Purchase/Service]. The details of the charges are as follows:

- Transaction 1: [Transaction ID or Details]
- Transaction 2: [Transaction ID or Details]

I have attached copies of my receipts and bank statements for your reference.

As per company policy, I would appreciate if you could process this refund to my account at your earliest convenience. Should you need any further information, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]