

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to inquire about a refund for a double billing that occurred on my account. My account number is [Your Account Number], and the double charge was made on [Date of Transaction].

I noticed that my account was charged twice for the same transaction, which resulted in an overpayment. The transaction details are as follows:

- Transaction Date: [Date]
- Amount Charged: [Amount]
- Transaction Reference: [Reference Number]

I kindly request that you investigate this matter and process a refund for the duplicate charge at your earliest convenience. I appreciate your prompt attention to this issue.

Thank you for your understanding.

Sincerely,

[Your Name]