

Chargeback Request for Duplicate Charge

Date: [Insert Date]

Bank Name: [Insert Bank Name]

Account Holder Name: [Insert Your Name]

Account Number: [Insert Last Four Digits of Your Account Number]

Transaction Date: [Insert Transaction Date]

Transaction Amount: [Insert Transaction Amount]

Merchant Name: [Insert Merchant Name]

To Whom It May Concern,

I am writing to formally request a chargeback for a duplicate charge that appeared on my credit card statement. The details of the transaction are as follows:

- Transaction Reference Number: [Insert Reference Number]
- Duplicate Charge Date: [Insert Duplicate Charge Date]
- Amount of Duplicate Charge: [Insert Duplicate Charge Amount]

Upon reviewing my statements, I noticed that the above-mentioned charge has been processed twice for the same transaction. I have attached copies of my statements highlighting the duplicate charges, along with any relevant documentation.

I kindly ask that you investigate this matter and initiate a chargeback for the duplicate amount at your earliest convenience. Please let me know if you require any further information or documentation from my side.

Thank you for your prompt attention to this issue.

Sincerely,

[Insert Your Name]

[Insert Your Address]

[Insert Your Phone Number]

[Insert Your Email Address]