

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to dispute duplicate invoice number [Invoice Number], dated [Invoice Date], which was issued on [Issue Date]. It has come to my attention that a similar invoice has been issued with all the same details, leading to confusion and mismanagement of our accounts.

For reference, the details of the duplicate invoice are as follows:

- Invoice Number: [Duplicate Invoice Number]
- Date of Issue: [Duplicate Issue Date]
- Amount: [Amount]

I kindly request you to investigate this matter and provide clarification regarding these invoices. If a duplicate has indeed been issued by mistake, I would appreciate corrections to be made promptly in your records.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]