

Official Request for Cancellation of Duplicate Charges

Your Name

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Recipient Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request the cancellation of duplicate charges identified in my recent billing statement dated [Insert Date]. Upon reviewing the statement, I noticed that my account has been charged twice for [Describe the Service/Product/Transaction].

Here are the details of the charges:

- Transaction ID/Reference Number: [Insert Transaction ID]
- Date of Charges: [Insert Date]
- Amount Charged: [Insert Amount]

I kindly ask that you investigate this matter and process a refund for the duplicate charge at your earliest convenience. I have attached a copy of the billing statement for your reference.

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

Sincerely,

[Your Name]