

Request for Duplicate Billing Correction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Billing Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department Contact Name],

I hope this message finds you well. I am writing to formally request a correction of a duplicate billing issue associated with my account ([Your Account Number]).

Upon reviewing my recent account statements, I noticed that I have been charged twice for the same service for the billing period of [Billing Period]. The charges in question are:

- Charge Date: [Date]
- Amount: [Amount]

I kindly request that you investigate this matter and correct the billing errors. Any necessary adjustments to my account should be made, and I appreciate your prompt attention to this issue.

If you require any further information or documentation to assist in your investigation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]