

Invoice Refund Request for Duplicated Charges

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Current Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Company Contact Name],

I am writing to formally request a refund for a duplicated charge on my account.

On [Date of Charge], I noticed that my account was charged twice for [Description of Service/Product]. The details of the charges are as follows:

- Invoice Number: [Invoice Number 1] - Amount: [Amount] - Date: [Date]
- Invoice Number: [Invoice Number 2] - Amount: [Amount] - Date: [Date]

I have attached copies of the invoices for your reference. Please review the charges and initiate a refund for the duplicated amount at your earliest convenience.

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

Sincerely,

[Your Name]