

# Duplicate Billing Reminder

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder regarding a duplicate billing issue we have identified in your account.

Invoice Number: [Invoice Number]

Billing Date: [Billing Date]

Amount: [Billing Amount]

We kindly ask you to review your records and contact us should you have any questions or require further clarification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]