

Duplicate Charge Advisory

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a duplicate charge that has been identified on your account associated with the transaction on [Transaction Date].

Details of the duplicate charge are as follows:

- Transaction ID: [Transaction ID]
- Amount: [Charge Amount]
- Date of Charge: [Charge Date]

We sincerely apologize for any inconvenience this may have caused. Rest assured, we are committed to resolving this issue promptly. The duplicate charge will be reversed within [Time Frame] and should reflect in your account shortly.

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and patience in this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Contact Information]