

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

[Date]

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

Subject: Dispute of Duplicate Charge for Account #[Your Account Number]

To Whom It May Concern,

I am writing to formally dispute a duplicate charge on my account regarding the following transactions:

- **Transaction Date:** [Date of Charges]
- **Original Charge Amount:** \$[Amount]
- **Duplicate Charge Amount:** \$[Amount]
- **Invoice/Order Number:** [Number]

My records show that I was billed twice for the same product/service. I have attached a copy of my statement highlighting both charges as evidence of this error.

I request that you investigate this matter and issue a refund or credit to my account for the duplicate amount of \$[Amount] immediately. Please confirm in writing once this correction has been processed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [Copy of statement/receipt]