

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Clarification Regarding Potential Duplicate Billing - Invoice #[Invoice Number]

Dear [Contractor Name/Billing Department],

I am writing to you regarding the invoice received on [Date] for the property services at [Property Address].

Upon reviewing our records and previous payments, there appears to be a discrepancy. It seems that the following item(s) have been billed twice:

- **Item Description:** [Description of service or materials]
- **Amount:** [Currency Amount]
- **Original Invoice Reference:** [Previous Invoice # and Date]

We would appreciate it if you could review your records to determine if this is a duplicate entry. If this is indeed a mistake, please provide an updated invoice reflecting the correct balance or issue a credit memo for the overcharged amount.

If there is a specific reason for this additional charge that we have misunderstood, please provide further clarification or supporting documentation so we can resolve this matter promptly.

We value our working relationship and look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]