

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

[Date]

[Vendor Name]  
[Vendor Accounts Receivable Department]  
[Vendor Address]  
[City, State, Zip Code]

**RE: Notice of Disputed Charges - Duplicate Invoicing**

Dear [Contact Person Name or Accounts Receivable Manager],

I am writing to formally dispute a charge on our account regarding a duplicate invoice. Our records indicate that we have received multiple invoices for the same goods/services.

Please find the details of the duplicate invoices below:

- **Original Invoice Number:** [Number]
- **Original Invoice Date:** [Date]
- **Duplicate Invoice Number:** [Number]
- **Total Amount Disputed:** [Amount]
- **Description of Goods/Services:** [Description]

We have already processed/paid the original invoice (Ref: [Payment Confirmation Number/Check Number]) on [Date]. Therefore, we request that you void the duplicate invoice listed above and update our account balance accordingly.

Please provide a written confirmation once this adjustment has been made. If you believe this charge is not a duplicate, please provide documentation distinguishing the two charges within [Number] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]