

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Adjustment and Refund Due to Double Billing Overcharge

Dear [Recipient Name],

I am writing to formally bring to your attention an error concerning double billing on my account, and to request an immediate correction and refund of the overcharged amount.

Upon reviewing the statement for invoice number [Invoice Number], dated [Invoice Date], I noticed that I was billed twice for the same transaction pertaining to [describe product/service]. The duplicate charges are as follows:

- Charge 1: [Date], Amount: [Amount], Reference: [Reference Number]
- Charge 2: [Date], Amount: [Amount], Reference: [Reference Number]

As evidence, I have attached copies of the relevant statements and receipts. I kindly request that you review this matter, correct the billing error, and issue a refund in the amount of [Refund Amount] to my account at your earliest convenience.

Please confirm receipt of this letter and provide a timeline for resolution. If you require any further information, I am available at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter. I appreciate your cooperation in ensuring my account is corrected accordingly.

Sincerely,

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