

Sample Letter to Correct Duplicate Billing Issue

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Billing Department or Service Provider Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Subject: Request for Correction of Duplicate Billing

Dear [Billing Department/Recipient Name],

I am writing to bring to your attention a duplicate billing issue associated with my account, [Account Number/Invoice Number], for the billing period of [Billing Period/Date]. Upon reviewing my latest statement, I noticed that I have been charged twice for [describe product/service, including invoice/transaction numbers, if applicable]. Please find attached copies of the relevant billing statements/receipts highlighting the duplicate charges.

I kindly request that you investigate this matter at your earliest convenience and issue a correction to my account, including a reversal or refund of the duplicate charge. Please confirm receipt of this letter and inform me of the actions taken to resolve this issue.

Thank you for your prompt attention and assistance. If you require any additional information, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]