

## Example of Complaint Letter for Double Billing on Invoice

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

[Billing Department or Customer Service]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Complaint Regarding Double Billing on Invoice #[Invoice Number]

Dear [Recipient's Name or "Billing Department"],

I am writing to formally bring to your attention an issue regarding invoice #[Invoice Number], dated [Invoice Date], for [describe service or product]. Upon reviewing my account records, I noticed that I was charged twice for the same transaction. The details are as follows:

- First charge: [Date], amount: [Amount]
- Second charge: [Date], amount: [Amount]

I kindly request that you review the billing details for this invoice and correct the duplicate charge. Please issue a refund for the additional amount charged at your earliest convenience and confirm the adjustment in writing.

Enclosed/attached you will find copies of the relevant invoices and payment confirmations for your reference.

I would appreciate your prompt attention to this matter. Please let me know if any further information is required.

Sincerely,  
[Your Name]