

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

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

Subject: Urgent Request for Refund Due to Double Charge on Account

Dear [Recipient Name or "Sir/Madam"],

I am writing to formally bring to your attention an error regarding a duplicate charge on my account and to request an immediate refund.

On [date of transaction], I made a purchase at [location or with reference to the product/service]. However, upon reviewing my bank/credit card statement, I noticed that my account was charged twice for the same transaction. The duplicate charges are as follows:

- **Transaction Date:** [Insert date]
- **Transaction Amount:** [Insert amount]
- **Reference/Order Number:** [Insert number/details]
- **Duplicate Posting Dates/Times:** [Insert details]

I have attached copies of my statement and receipts to help you identify and investigate this matter. I kindly request that you initiate the refund for the duplicate charge as soon as possible and confirm when this has been processed.

Please let me know if you require any further information to facilitate the refund or to help in your investigation. I look forward to your prompt response and a swift resolution of this issue.

Thank you for your attention to this matter.

Sincerely,
[Your Name]