

Date: [Insert Date]

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

Subject: Complaint Regarding Double Payment and Request for Immediate Refund

Dear [Recipient Name],

I am writing to formally bring to your attention a serious issue regarding a **double payment** that occurred on my account for the recent transaction with your company. On [Insert Transaction Date], I processed a payment of [Insert Amount] for [Specify Product/Service], and due to an error, the payment appears to have been charged twice.

I have attached relevant evidence including transaction receipts and bank statements that clearly show two identical payments made for the same invoice/reference number: [Insert Invoice/Reference Number]. This unexpected duplicate charge has caused inconvenience and a temporary financial burden on my account.

I kindly request your prompt assistance in investigating this matter and initiating an **immediate refund** of the duplicated amount. Please confirm receipt of this letter and advise me on the timeframe for the resolution. If you require any additional information or documentation, please let me know as soon as possible.

Thank you for your prompt attention to this matter. I trust you will resolve this issue efficiently to prevent any further inconvenience.

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