

Double Charge on Credit Card Correction Letter

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I am writing this letter to you regarding the double charge on my credit card which was made when my card was used for billing at your [enter place/service]. I have my credit card statement with me and according to the statement, a charge was made twice, that too on the same date. I am assuming that it was a mistake and I now want you to look into the matter.

I am also sending you a copy of my credit card statement. The best solution would be to charge my card with the amount that was charged in extra. Thank you!

Sincerely,

[You're Name]

[Senders Title] -Optional-