

SUBSCRIPTION BILLING DISPUTE STATEMENT

Double Charge Resolution Request

Date:

Account Name:

Account Number:

Email Address:

Service Provider:

Subscription Plan:

Phone Number:

Reference ID:

DISPUTE DETAILS

Dear Customer Support Team,

I am writing to formally dispute a duplicate charge billed to my account for the subscription service referenced above. I was charged twice for the same billing cycle, which appears to be a processing error.

Please find the details of the duplicate transactions below:

Transaction Date	Transaction / Invoice ID	Amount Charged	Payment Method

REQUESTED ACTION

As this is a double billing error for a single subscription term, I request that one of the unauthorized charges listed above be reversed immediately. Please issue a refund back to my original payment method as specified below:

Preferred Resolution:

Refund Account/Card:

I have attached copies of my billing statement/transaction receipt highlighting these duplicate charges as supporting evidence. Please confirm receipt of this dispute and notify me once the credit or refund has been processed.

Customer Signature

Date