**Letter to Request a Correction for Double billing**

Mr. J K Harper

01, Green Farm Bungalows,

Texas, United States of America

Date: August 10, 2022

Mr. Nate Dexter

26/105, Holden High Buildings,

Texas, United States of America

Subject: Application to request a correction for double billing

Dear Nate,

Most respectfully, I was quite astonished when I received my credit card statement today. It shows that I was billed twice for my golf club membership last month. I have only one account with the club and am only paying for my membership. I do not understand why I was billed twice. Could you please check again and let me know?

I request you to make the necessary adjustments as soon as possible so that I can settle the full amount and get it corrected with the bank.

Thank you for your help. Please do the needful as soon as you can. I will be obliged to you in this regard.

Sincerely,

Mr. J K Harper

Enclosure:

1. Copy of the membership card
2. Copy of the credit card statement

**This Approved Letter to Request a Correction for Double billing downloaded form**

[**https://www.club4ca.com**](https://www.club4ca.com)