

****RX Duplicate Letter Template****

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a duplicate letter issue regarding [specifics of the item: prescription, account, etc.].

On [date of original letter], I received a letter stating [briefly describe the content or purpose of the original letter]. However, I have since received another letter on [date of duplicate letter], which appears to be a duplicate of the previous correspondence.

For your reference, I have attached copies of both letters to this correspondence.

I kindly request your assistance in clarifying this matter. If there was an error in processing or if further action is needed on my part, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

****Attachments:****

1. Original Letter
2. Duplicate Letter