

# Dispute Resolution for Subscription Charges

Date: [Insert Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally dispute unexpected charges that have appeared on my account related to my subscription to [Service/Product Name].

On [Insert Date of Charge], I noticed a charge of [Insert Amount] that I did not anticipate, nor was I aware of any changes to my subscription plan. My account details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Transaction ID: [Insert Transaction ID]

According to my records, I have been consistently paying my subscription fee of [Insert Original Amount] without any issues. I kindly request a detailed explanation regarding this additional charge and how it relates to my subscription.

I value your service and am hopeful for a swift resolution to this matter. Please respond at your earliest convenience so we can clarify this misunderstanding.

Thank you for your attention to this issue.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]