

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally amend the subscription charge information associated with my account, [Your Account Number or ID], which is registered under the name [Your Full Name].

As per my recent review, I noticed that the current subscription charge of [Current Charge] needs to be updated to reflect [New Charge] effective from [Effective Date].

Please confirm the amendment has been processed, and do not hesitate to reach out should you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]