

Amended Subscription Billing Statement

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Email: [Insert Email Address]

Dear [Insert Customer Name],

We are reaching out to inform you of an amendment made to your recent subscription billing statement dated [Insert Original Date]. After a thorough review, we have identified the following changes:

Original Billing Amount: \$[Insert Original Amount]

Amended Billing Amount: \$[Insert Amended Amount]

We apologize for any inconvenience this may have caused and appreciate your understanding as we work to rectify this matter. The updated billing statement is attached for your reference.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Customer Service Phone Number] or [Insert Customer Service Email].

Thank you for your continued support.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]

[Insert Company Contact Information]