

Letter of Clarification Needed for Subscription Fee Discrepancy

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company 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 discrepancy I have noticed regarding my subscription fee for [Service/Product Name].

During my recent review of my account [Account Number or ID], I noticed that the charged amount of [Amount Charged] does not align with the expected subscription fee of [Expected Amount]. This discrepancy has raised some concerns, and I would like to seek clarification on this matter.

Could you please provide further details regarding this difference? Additionally, if there has been a change in pricing or billing practices, I would appreciate your guidance on how to proceed moving forward.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]