

Letter of Explanation for Subscription Billing Mistake

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a billing mistake concerning my subscription account (Account Number: [Your Account Number]).

On [Date of Billing], I noticed that my account was charged an amount of [Incorrect Amount], which was not in line with my expected subscription fee of [Expected Amount]. After reviewing my account details, I believe this discrepancy resulted from [brief explanation of the error, e.g., an unauthorized extra charge or missed discount].

I kindly request your assistance in rectifying this billing issue at your earliest convenience. Additionally, I would appreciate a confirmation of the corrected amount that will be reflected in my account.

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

Best regards,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]