

Formal Complaint Regarding Subscription Charge Error

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about an error in the subscription charges on my account (Account Number: [Your Account Number]). On [Date of Charge], I noticed an incorrect charge of [Incorrect Amount] which does not correspond with my agreed subscription fee of [Correct Amount].

I have attempted to resolve this issue through your customer service on [Date(s) of Contact], but unfortunately, the issue remains unresolved. I kindly request a review of this matter and a prompt correction of the billing error.

Please confirm the receipt of this complaint and inform me of the actions that will be taken to rectify this situation. I appreciate your immediate attention to this matter.

Sincerely,

[Your Name]