

Notice of Erroneous Subscription Fee

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an error that has occurred regarding your subscription fee for [Service/Product Name].

It has come to our attention that an incorrect fee was charged to your account on [Insert Date of Charge]. The correct amount should have been [Correct Amount], but we mistakenly charged you [Erroneous Amount].

We sincerely apologize for any confusion this may have caused and are actively working to rectify this issue. A refund of the overcharged amount will be processed and credited to your account within [Insert Time Frame].

If you have any questions or require further assistance, please do not hesitate to reach out to our customer support team at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]