

# Subject: Dispute Regarding Recurring Subscription Payment

Date: [Insert Date]

To: [Recipient's Name]

Company: [Company's Name]

Address: [Company's Address]

Dear [Recipient's Name],

I am writing to formally dispute a recurring subscription payment that was charged to my account on [Insert Date of Charge]. The transaction reference number is [Insert Reference Number].

Despite my previous attempts to resolve this matter through your customer support, I have yet to receive a satisfactory response. The details of the subscription are as follows:

- Subscription Name: [Insert Subscription Name]
- Account Number: [Insert Account Number]
- Amount Charged: [Insert Amount]

I believe this charge is erroneous due to [briefly explain reason for dispute, e.g., cancellation of subscription, incorrect amount, etc.]. I kindly request that you investigate this matter and issue a refund for the amount charged to my account.

Please confirm receipt of this letter and provide me with an update on the status of my dispute by [Insert Deadline Date]. Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]