

Adjustment Request for Subscription Billing

Dear [Billing Department/Customer Service],

I hope this message finds you well. I am writing to request an adjustment to my subscription billing. My account number is [Your Account Number], associated with the email address [Your Email Address].

Upon reviewing my recent billing statement, I noticed an discrepancy regarding [mention the specific issue, e.g., an incorrect charge, double billing, etc.]. The details are as follows:

- Billing Period: [mention the billing period]
- Amount Charged: [mention the amount]
- Expected Amount: [mention the expected amount]

In light of this information, I kindly request an adjustment be made to my billing statement. If necessary, I can provide supporting documentation to assist in this process.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]