

# Subject: Billing Issue for Subscription Service

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to bring to your attention a billing issue I have encountered with my subscription for [Service Name]. My account number is [Account Number].

On [Date], I noticed that my credit card was charged [Amount] for the subscription fee, but I believe there has been an error. [Briefly explain the issue, e.g., I was charged twice, I did not authorize this amount, etc.].

I would appreciate it if you could investigate this matter and let me know what steps can be taken to resolve this issue. If additional information is needed, please feel free to reach out to me at [Your Email Address] or [Your Phone Number].

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

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]