

Complaint About Subscription Billing Error

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, ZIP Code: [City, State, ZIP]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To Whom It May Concern,

I am writing to formally address a billing mistake I have encountered with my subscription account (Account Number: [Your Account Number]). On [Date of Billing], I was charged an incorrect amount of \$[Incorrect Amount] instead of the agreed subscription fee of \$[Agreed Amount].

Despite my prior understanding that my monthly charge would remain consistent unless otherwise notified, I was surprised to see this discrepancy. I would appreciate your urgent attention to rectify this mistake and refund the overcharged amount to my original payment method.

Thank you for your prompt assistance. I look forward to your reply regarding the steps that will be taken to resolve this issue.

Sincerely,

[Your Name]