

Request for Subscription Billing Correction

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

Customer Service Department

[Company Name]

[Company Address]

Dear Customer Service Team,

I am writing to request a correction to my subscription billing statement for my account number [Account Number]. I noticed an error on my most recent billing cycle dated [Billing Date], which charged me [Incorrect Amount] instead of the agreed-upon amount of [Correct Amount].

Details of the issue are as follows:

- **Subscription Plan:** [Your Subscription Plan]
- **Billing Date:** [Billing Date]
- **Incorrect Amount Charged:** [Incorrect Amount]
- **Correct Amount Expected:** [Correct Amount]

Attached to this letter are copies of my previous billing statements and any relevant communication regarding my subscription. I kindly ask you to review the matter and correct the billing error at your earliest convenience. Please confirm when the correction has been made or if any further information is required from my end.

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

Sincerely,

[Your Name]