

Automated Billing Concern

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my concern regarding an automated billing issue that I have encountered with my account, [Your Account Number/ID].

On [Insert Date], I noticed an automated charge of [Insert Amount] for [Insert Description of Charge]. However, I believe there may have been an error as [brief explanation of the billing issue].

I would appreciate if you could review my account and provide clarification regarding this charge. Additionally, if there was indeed an error, I kindly request that it be rectified at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]