

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Discrepancy in Service Subscription

Dear [Recipient's Name],

I am writing to bring to your attention a discrepancy I have noticed regarding my service subscription with [Service Provider Name]. My account number is [Account Number].

On [Date of Subscription], I subscribed to [Describe the Service]. However, I have recently received a bill that reflects charges that were not discussed during my subscription process. Specifically, I noticed [describe the discrepancy in detail].

I would appreciate your prompt attention to this matter and a correction of the billing errors. Please let me know if you need any further information from my side.

Thank you for your immediate attention to this issue. I look forward to your swift response.

Sincerely,

[Your Name]