

Subject: Billing Error on My Subscription Account

Dear [Customer Service Team],

I hope this message finds you well. I am writing to formally address a concern regarding my recent subscription billing.

Account Name: [Your Name]

Account Number: [Your Account Number]

Subscription Plan: [Your Plan Type]

Upon reviewing my recent statement dated [Date], I noticed an error in the billing amount. Instead of [Expected Amount], I was charged [Charged Amount]. I believe this discrepancy may be due to [Reason for Assumed Error].

Could you please look into this matter and provide clarification? I would appreciate a prompt resolution to correct the billing error, as well as any necessary adjustments to my account.

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

Sincerely,

[Your Name]

[Your Contact Information]