

Excessive Billing Inquiry

Date: [Insert Date]

Customer Service Department
[Subscription Service Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to formally inquire about excessive charges that I have noticed on my recent billing statement for my subscription to [Subscription Service Name].

Upon reviewing my account, I have observed that the billed amount for the period of [insert billing period] is significantly higher than my usual subscription fee of [insert usual fee]. I believe this may be an error, as I have not made any changes to my subscription plan.

For your reference, my account details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]

I would appreciate it if you could provide clarification regarding this discrepancy and any possible adjustments that may need to be made to my billing. Additionally, I would like to request a detailed breakdown of the charges incurred.

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

Sincerely,
[Your Name]
[Your Contact Information]