

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Customer Service Department  
Company Name  
Company Address  
City, State, Zip Code

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding subscription charges that have been applied to my account without my consent. My account number is [Your Account Number], and I have been a customer since [Start Date].

On [Date of Charge], I noticed an unauthorized charge of [Amount] which appears to be for a subscription that I did not sign up for nor agree to. I am deeply concerned about this matter, and I request a full investigation into this issue.

To assist with this investigation, I have attached copies of my account statements and any correspondence related to this matter.

I kindly request that you reverse the charge and provide a confirmation of this action at your earliest convenience. Additionally, I would appreciate a detailed explanation of how this charge was incurred.

Thank you for your prompt attention to this issue. I look forward to your swift response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,  
Your Name