

## **Subject: Inquiry Regarding Billing Error for Subscription Service**

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to inquire about a billing error I encountered with my subscription to [Service Name]. Upon reviewing my recent statement, I noticed an inconsistency that I would like to bring to your attention.

Account Information:

- Name: [Your Name]
- Email associated with the account: [Your Email]
- Account Number: [Your Account Number]
- Subscription Plan: [Your Subscription Plan]

As of [Date], I was charged [Amount Charged], but I expected to pay [Expected Amount]. This discrepancy has prompted me to request clarification on the charges.

I would appreciate it if you could review my account and provide an explanation for the discrepancy. If this was an error, I would kindly request a refund for the overcharged amount.

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

Sincerely,

[Your Name]

[Your Phone Number]