

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Subscription Cancellation Dispute

Dear [Company Name or Customer Service],

I am writing to formally dispute the cancellation of my subscription with [Service/Subscription Name], account number [Your Account Number]. I initially requested a cancellation on [Date of Cancellation Request], but I was informed that my subscription is still active and I am being charged.

According to your policy, I understand that I should not be charged after my cancellation request. I kindly request your immediate attention to resolve this issue and process my cancellation without any additional charges. Please provide a confirmation of my account status and the cessation of charges at your earliest convenience.

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

Sincerely,

[Your Name]