

Subject: Concern Regarding Billing Error for Magazine Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Customer Service Team

[Magazine Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to express my concern regarding a billing error associated with my magazine subscription (Account Number: [Your Account Number]). I noticed an unexpected charge of [Amount] on my [Credit Card/Bank Statement] dated [Date], which does not align with my usual billing cycle.

I would appreciate it if you could provide clarification on this charge and rectify any discrepancies in my billing information. I have enjoyed being a subscriber to [Magazine Name] and hope to resolve this matter promptly.

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

Sincerely,

[Your Name]