

Inquiry Regarding Unexpected Membership Fees

To whom it may concern,

I hope this message finds you well. I am writing to seek clarification regarding an unexpected membership fee that has appeared on my recent statement.

As a [member type, e.g., "premium member"], I was under the impression that my membership dues were settled and there would be no additional charges for the current billing period. However, I noticed a fee of [amount] listed on [date] which I do not recall being informed about.

Could you please provide more information about this charge? Specifically, I would like to understand:

- The reason for the additional fee
- Any changes to the membership terms that would warrant this charge
- How I can resolve this issue

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Membership ID if applicable]