

# Disputed Charge Correspondence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

## Subject: Disputed Charge on Subscription Account

Dear [Customer Service Department or Specific Contact Name],

I hope this message finds you well. I am writing to formally dispute a charge that appeared on my account for your subscription service. The details of the charge are as follows:

- **Charge Amount:** [Insert Amount]
- **Date of Charge:** [Insert Date]
- **Subscription Plan:** [Insert Plan Name]
- **Account Number:** [Insert Account Number]

After reviewing my billing history, I believe that this charge is incorrect, as I did not authorize this payment for the stated period. I kindly request that you investigate this matter and provide me with a resolution as soon as possible.

Attached are copies of my billing statements and related correspondence for your reference.

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

Sincerely,

[Your Name]