

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: Correction of Expiration Date and Billing Adjustment for Account #[Account Number]

Dear [Recipient Name],

I am writing to formally contest the expiration date and subsequent pricing applied to my account regarding [Product/Service Name].

According to my records and the original agreement dated [Original Date], the correct expiration date should be [Correct Date]. However, your recent notice indicates an expiration date of [Incorrect Date]. Due to this error, I have been charged a renewal rate of [Amount] which is significantly higher than the agreed-upon rate of [Correct Amount].

Attached are copies of [List documentation, e.g., original contract, receipt, or previous correspondence] which clearly verify the correct terms and timeline of my subscription/service.

I request that you perform the following actions immediately:

- Correct the expiration date in your records to [Correct Date].
- Adjust the current billing statement to reflect the accurate price of [Correct Amount].
- Issue a refund or credit for the overcharged amount of [Overcharge Amount].

Please provide written confirmation once these corrections have been processed. I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]