

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Billing Department/Company Name]
[Company Address]

**Subject: Formal Grievance Regarding Unauthorized Billing for Cancelled Account -
[Account Number]**

To Whom It May Concern,

I am writing to formally dispute a recurring charge of [Amount] that was applied to my [Credit Card/Bank Account] on [Date].

I officially cancelled my subscription for [Name of Service] on [Date of Cancellation]. I received confirmation of this cancellation via [Email/Phone/Website Confirmation Number]. Despite this, your company has continued to bill me for the service.

I request that you:

- Immediately cease all future recurring charges to my account.
- Issue a full refund for the unauthorized charge of [Amount] dated [Date].
- Provide written confirmation that my account is closed and that no further balance is owed.

Attached are copies of my cancellation confirmation and the relevant bank statement highlighting the error.

I look forward to receiving a response and a refund confirmation within [Number] business days. If this matter is not resolved promptly, I will be forced to escalate this dispute through my financial institution and relevant consumer protection agencies.

Sincerely,

[Your Signature]

[Your Printed Name]