# Subscription Billing Tracker

**Purpose:** This document is designed to help individuals or businesses manage and track their recurring subscription incomes and expenses. It provides an overview of all active subscriptions, billing cycles, and payment statuses to support financial planning and accountability.

## Prepared For

**Name:** {recipientName}  
**Email:** {recipientEmail}  
**Date:** {date}

## Summary

**Total Subscriptions:** {totalSubscriptions}  
**Total Monthly Cost:** {monthlyTotal}  
**Total Annual Cost:** {annualTotal}

## Details of Subscriptions

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Subscription Name** | **Category** | **Billing Frequency** | **Amount** | **Start Date** | **Next Billing Date** | **Status** | **Notes** |
| {#subscriptions}{subscriptionName} | {category} | {billingFrequency} | {amount} | {startDate} | {nextBillingDate} | {status} | {notes}{/subscriptions} |

## Upcoming Payments

{#upcomingPayments}

* **{subscriptionName}:** {nextBillingDate} - {amount}

{/upcomingPayments}

## Inactive or Cancelled Subscriptions

{#inactiveSubscriptions}

* **{subscriptionName}** - Cancelled on {cancellationDate}. Reason: {cancellationReason}

{/inactiveSubscriptions}

## Additional Notes

{notes}