

Energy Bill Adjustment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Energy Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to inquire about a potential adjustment to my recent energy bill for the month of [Insert Month/Year]. Upon reviewing my statement, I noticed discrepancies that I would like to clarify.

Account Number: [Insert Account Number]

Billing Amount: [Insert Amount]

Details of Inquiry: [Briefly explain the discrepancies or adjustments you believe are necessary.]

I appreciate your assistance in resolving this matter and look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]