

Energy Bill Discrepancy Notification

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Dear [Customer Name],

We are writing to inform you of a discrepancy that has been identified in your recent energy bill dated [Insert Bill Date]. Upon our review, it appears that there may have been an error in the calculation of your energy usage or billing amount.

Details of the Discrepancy:

- Previous Reading: [Insert Previous Reading]
- Current Reading: [Insert Current Reading]
- Disputed Amount: [Insert Disputed Amount]

We take such matters seriously and are committed to resolving this issue as quickly as possible. Please review your records and let us know if you have any additional information that may assist us in rectifying this error.

If we do not hear from you by [Insert Deadline Date], we will proceed with the necessary adjustments to your account based on our findings.

Thank you for your understanding and cooperation.

Sincerely,

[Your Company Name]

[Your Contact Information]