

Dispute Resolution Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Dispute Regarding Unexpected Charges on Utility Bill

Dear Customer Service Team,

I am writing to formally dispute certain charges on my recent utility bill dated [insert date]. My account number is [insert account number]. Upon reviewing the details of the bill, I noticed discrepancies that appear to be inaccurate. Specifically, the unexpected charges totaling [insert amount] have raised my concern.

I kindly request a detailed explanation of these charges and any supporting documentation that justifies them. Additionally, I would appreciate it if you could review my account to ensure that all billing is conducted correctly moving forward.

Please find attached copies of my previous bills for your reference. I look forward to your prompt response to this matter and hope we can resolve this issue amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]