

Request for Utility Bill Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my recent utility bill for my residence located at [Your Address]. The account number associated with this bill is [Account Number].

Upon reviewing my bill for the month of [Insert Month], I noticed that the charges appear to be higher than usual. I have taken steps to reduce my utility usage, including [mention any energy-saving measures taken, if applicable].

I kindly request a review of my billing history for this period and consider adjusting my bill accordingly. Attached are any relevant documents that support my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]