

Utility Bill Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Utility Bill Dispute for Account #[Account Number]

Dear [Utility Company Customer Service],

I am writing to formally dispute the utility bill for my account #[Account Number] for the billing period of [Billing Period]. The total amount charged on my bill is [Amount], which I believe to be incorrect due to [specific reason for dispute, e.g., incorrect meter reading, previous balance not applied, etc.].

I have attached copies of relevant documents, including [list any attached documents such as previous bills, meter readings, etc.], to support my claim.

I request that you review this matter and provide a detailed explanation of the charges on my bill. Additionally, I would appreciate any adjustments that may be necessary to correct this issue.

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

Sincerely,

[Your Name]