

Billing Dispute Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Customer Service Department
Utility Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally dispute the billing statement I received for my account (Account Number: [Insert Account Number]) dated [Insert Bill Date]. Upon reviewing the charges, I noticed discrepancies that I believe warrant further investigation.

The specific issue concerns [describe the issue briefly, e.g., an unusually high charge, estimated readings, etc.]. I have attached copies of my previous bills and any relevant documentation to support my claim.

I kindly request that you review my account and rectify these discrepancies as soon as possible. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]