

# Meter Reading Discrepancy Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally address a discrepancy I have noticed in my recent utility meter readings. My account number is [Insert Account Number]. Upon reviewing my latest bill received on [Insert Date], I observed that the recorded meter reading does not align with the actual reading from my meter.

The meter reading on my bill states [Insert Meter Reading from Bill], while the actual reading taken on [Insert Date of Actual Reading] was [Insert Actual Meter Reading]. This discrepancy has resulted in an incorrect charge on my utility bill.

I kindly request that you investigate this issue and provide clarification, as well as an adjustment to my account if necessary. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]