

Request for Investigation into Utility Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name or Customer Service Department],

I am writing to formally request an investigation into my recent utility charges as reflected in my account (Account Number: [Your Account Number]). I have noticed discrepancies in my billing statements for the past [Insert Time Period].

Specifically, the charges have increased significantly without a clear explanation, and I have reason to believe there may be an error in the billing process. I would appreciate it if you could review my account and provide a detailed breakdown of the charges for the noted period.

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

Sincerely,

[Your Name]