

# Adjustment Request for Utility Expenses

Date: [Insert Date]

[Recipient Name]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an adjustment to my utility expenses for [Month/Year] due to [reason for adjustment request, e.g., billing error, service interruption, unusual usage]. My account number is [Your Account Number].

Details of the request are as follows:

- **Account Holder:** [Your Name]
- **Address:** [Your Address]
- **Current Bill Amount:** [Current Amount]
- **Disputed Amount:** [Disputed Amount]
- **Explanation:** [Detailed explanation of the issue]

Enclosed are [mention any supporting documents, e.g., copies of bills, correspondence] that support my request. I would appreciate it if you could look into this matter and provide an adjustment at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]