

Letter of Appeal for Incorrect Utility Billing

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 Customer Service/Specific Name],

I am writing to formally appeal my most recent utility bill dated [Insert Bill Date], account number [Insert Account Number]. Upon reviewing my bill, I noticed discrepancies that I believe have resulted in an incorrect charge.

Specifically, the bill shows a usage of [Insert Usage Amount] which is inconsistent with my historical usage records. For the past [Insert Duration], my average usage has been [Insert Average Usage], which leads me to conclude that there has been an error in meter reading or billing.

I kindly request a thorough review of my account as well as an investigation into the billing discrepancies. Please find attached copies of previous bills for reference.

Thank you for your prompt attention to this matter. I look forward to your swift response and a resolution to this issue. Please feel free to contact me at [Insert Phone Number] or [Insert Email Address] if you need any further information.

Sincerely,

[Your Name]