

Letter of Concern Regarding Unexpected Utility Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to express my concern regarding my recent utility bill dated [Insert Date of Bill]. Upon reviewing the statement, I noticed an unexpected increase in charges that does not align with my previous bills.

Specifically, my previous charges have consistently been around [Insert Previous Average Amount], but this bill shows a charge of [Insert New Amount]. I kindly ask for a detailed explanation of these charges and any adjustments that may be necessary.

Furthermore, if there were any changes to your pricing structure or my service plan, I would appreciate being informed of those as well. I have always valued your services and would like to understand this situation better.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this issue further. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]