

# Dispute Regarding Utility Billing 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 Customer Service],

I am writing to formally dispute the utility charges reflected on my most recent bill dated [Insert Bill Date], account number [Insert Account Number]. Upon reviewing my statement, I have noticed discrepancies that I believe warrant further investigation.

The specific charges I dispute are as follows:

- Charge 1: [Description] - Amount: [Disputed Amount]
- Charge 2: [Description] - Amount: [Disputed Amount]

According to my records, I have consistently maintained usage levels within normal ranges, and I am concerned that an error may have occurred. I kindly request a detailed breakdown of the charges and an investigation into this matter.

Please find attached copies of my previous bills and any relevant documentation for your review. I appreciate your attention to this dispute and look forward to resolving this issue promptly.

Thank you for your immediate attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]