

Formal Complaint on Inaccurate 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 [Recipient's Name or Customer Service Department],

I am writing to formally complain about an inaccurate billing statement I received for my utility account (Account Number: [Account Number]) for the billing period of [Billing Period]. The bill dated [Bill Date] reflects charges that are unusually high when compared to my previous statements.

Upon reviewing my usage history, I have noted discrepancies in the following areas:

- [Specific discrepancy #1]
- [Specific discrepancy #2]
- [Specific discrepancy #3]

I kindly request a thorough investigation into my billing history and an adjustment to my account if there has been an error. Please respond to this complaint at your earliest convenience so we can resolve this issue promptly.

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

Sincerely,

[Your Name]