

# Utility Billing Inquiry

Date: [Insert Date]

To Whom It May Concern,

I am writing to inquire about discrepancies I have noticed in my recent utility bill dated [Insert Date of Bill]. My account number is [Insert Account Number].

Upon reviewing the charges, I have found the following discrepancies:

- [Insert discrepancy 1 with details]
- [Insert discrepancy 2 with details]
- [Insert discrepancy 3 with details]

I would appreciate your prompt attention to this matter and a clarification regarding these charges. Please let me know if you require any further information from my side.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]