

Notification of Overcharged Utility Bill

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, ZIP Code]

Dear [Customer Name],

We are writing to inform you that we have identified an error in your most recent utility bill dated [Insert Bill Date]. After a thorough review, it appears that you were overcharged by [Insert Amount].

Please rest assured that we are committed to rectifying this issue promptly. We will credit your account with the overcharged amount of [Insert Amount]. This adjustment will reflect on your next billing statement.

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Phone Number] or [Insert Email Address].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Company Address]

[City, State, ZIP Code]