

Request for Utility Bill Clarification

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, ZIP: [City, State, ZIP]

Dear [Customer Service Manager/Responsible Person],

I hope this message finds you well. I am writing to request clarification regarding my recent utility bill (Account Number: [Insert Account Number]) for the billing period of [Insert Billing Period].

Upon reviewing my Bill, I noticed some discrepancies related to [briefly describe the discrepancy, e.g., increased usage, extra charges, etc.]. I would appreciate it if you could provide further explanation and clarification on this matter.

If necessary, I am happy to provide additional information to assist in your investigation. Please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP]