

Utility Company Name

Address Line 1

Address Line 2

City, State, Zip Code

Date: [Insert Date]

Account Number: [Insert Account Number]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request clarification regarding my recent utility bill, which indicates that my account is past due. I have reviewed my records and would like to better understand the details of this bill, including any discrepancies that may have led to this status.

Could you please provide a detailed breakdown of the charges, including the billing period and any late fees applied? Additionally, if there were any issues with previous payments, I would appreciate your assistance in resolving them.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]