

Utility Bill Adjustment Inquiry

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to inquire about an adjustment to my utility bill for the account number [Your Account Number]. Upon reviewing my recent bill dated [Bill Date], I have noticed discrepancies that I would like to address.

Specifically, I have observed [briefly describe the issue, e.g., unusually high charges, billing errors, etc.]. I kindly request a detailed breakdown and clarification of these charges to understand the basis for the adjustments.

Please let me know how we can resolve this matter at your earliest convenience. I appreciate your attention to this inquiry and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]