

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Clarification on Utility Bill Charges

Dear [Utility Company Customer Service/Specific Person's Name],

I am writing to request clarification regarding the charges listed on my most recent utility bill dated [Insert Bill Date]. The account number associated with my service is [Your Account Number].

Upon reviewing my bill, I noticed a discrepancy that I would like to address. Specifically, I am concerned about [briefly describe the specific charges or issues you see, e.g., an unusually high charge, additional fees, etc.].

Could you please provide an explanation for these charges? Additionally, I would appreciate any relevant documentation that outlines the basis for the amounts billed.

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

Sincerely,

[Your Name]