

# Utility Bill Dispute Notification

Date: [Insert Date]

To,

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Dispute of Utility Bill for Account Number [Insert Account Number]

Dear [Utility Company Customer Service Team or Specific Contact Name],

I hope this message finds you well. I am writing to formally dispute the utility bill I received for the month of [Insert Month/Year]. The bill indicates a total amount of [Insert Amount], which I believe is incorrect due to [briefly explain reason for dispute, e.g., unusual spikes in usage, meter reading errors, etc.].

For your reference, I've attached copies of the relevant documents, including the previous bills and any correspondence that may support my claim.

I kindly request a thorough review of my account and an adjustment of the disputed charges. Please let me know if there are any forms or additional information needed from my side to expedite this process.

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]