

# Letter of Clarification for Unexpected Utility Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Utility Company Name

Utility Company Address

City, State, Zip Code

Dear [Utility Company Customer Service],

I am writing to request clarification regarding the most recent utility bill I received dated [Insert Date of Bill]. I noticed an unexpected increase in my charges, which seems inconsistent with my previous bills.

My account number is [Insert Account Number]. Upon reviewing the bill, I observed that my usage has increased by [insert percentage or amount] compared to the previous month, which I find surprising as my consumption habits have remained the same.

Could you please provide a detailed explanation for these unexpected charges? Additionally, if there are any adjustments or corrections to be made, I would appreciate your guidance on how to proceed.

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

Sincerely,

[Your Name]