

Letter of Explanation for Unusual Utility Costs

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Your Account Number]

Dear [Utility Company Representative's Name],

I am writing to bring to your attention an unusual spike in my recent utility bill for the period of [insert billing period]. My account number is [insert account number], and I have been a customer since [insert year].

Upon reviewing the bill, I noticed that the charges for [specify utility - e.g., electricity, water] have increased significantly compared to my previous bills. This unusual increase is concerning, and I would like to understand the reason for this change.

To help you investigate this issue, I am including the following information:

- Previous billing amounts for the past [insert duration]
- Any recent changes in my usage patterns
- Any issues or repairs conducted in my area that may have impacted the billing

I would appreciate it if you could review my account and provide clarification regarding the unusual charges. If necessary, I am available for a discussion at your convenience and can provide any additional information you may require.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]