

# Notification of Inaccurate Utility Bill

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I hope this message finds you well. I am writing to formally notify you of an issue regarding the utility bill I received for the period of [insert billing period]. The account number associated with this bill is [insert account number].

Upon review, I noticed several discrepancies in the charges listed. Specifically, [describe the inaccuracies in the bill, e.g., unusually high charges, incorrect meter reading, etc.]. I believe these errors need to be addressed as they do not reflect my actual usage or fees.

I kindly request a review of my account and the billing details for the period mentioned above. Please let me know if you require any additional information to assist with this process. I am looking forward to resolving this issue promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]