

Request for Utility Bill Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally request a review of my recent utility bill dated [Insert Bill Date] for account number [Insert Account Number]. I have noticed discrepancies that require clarification, specifically regarding [mention specific discrepancies].

For your reference, I have attached copies of relevant documents, including the bill in question and any additional supporting evidence.

I would appreciate it if you could conduct a review of this matter and provide me with a prompt response. Thank you for your attention to this issue.

Sincerely,

[Your Name]