

Utility Billing Error Dispute

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally dispute a billing error on my utility statement for the account number **[Your Account Number]**. The statement dated **[Billing Date]** indicates that I owe **[Amount Billed]**, which does not reflect my actual usage or payment history.

Upon reviewing my records, I have noticed discrepancies as follows:

- **[Describe the specific error or issue]**
- **[Include any relevant dates or amounts]**

I kindly request a thorough review of my account and a correction of the billing error. Attached are copies of my previous statements and any relevant documentation supporting my claim.

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

Sincerely,

[Your Name]