

# Challenge of Estimated Bill

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

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

## **Subject: Challenge of Estimated Bill for Account #[Account Number]**

Dear [Utility Company Contact],

I am writing to formally challenge the estimated bill issued for our commercial property located at [Property Address]. The bill dated [Bill Date] reflects an amount of [Estimated Amount], which we believe is inaccurate given our actual usage.

Our records indicate that the actual usage during the billing period was significantly lower, and we have attached supporting documents including [list any documents such as meter readings, previous bills, etc.].

We kindly request a thorough review of our account and an adjustment to the estimated bill based on the actual usage. We appreciate your prompt attention to this matter and look forward to hearing from you soon.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]