

Estimated Bill Correction Request

Date: [Insert Date]

To: [Gas Utility Company Name]

Customer Service Department

[Company Address]

[City, State, ZIP Code]

Account Number: [Your Account Number]

Dear Customer Service Team,

I am writing to formally request a review and correction of the estimated bill I received for the billing period of [Insert Billing Period]. The estimated amount of [Insert Estimated Amount] appears to be inaccurate based on my actual usage.

I believe that my gas usage during this period was [Insert Actual Usage], which is significantly lower than the estimate provided. I have attached relevant documentation, including previous bills and my meter readings for your reference.

Could you please investigate this matter and provide me with a corrected bill? I would appreciate any adjustments necessary to ensure that my account reflects accurate and fair billing.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]