

Estimated Bill Review for Municipal Services

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of an estimated bill review for your municipal services account, account number [Account Number]. Due to [brief explanation of reason for estimate], your latest bill reflects an estimated usage of [Estimated Amount].

We understand that accurate billing is important, and we encourage you to review your account details. If you believe there may be an error in this estimate or if you have any questions, please do not hesitate to contact us at [Contact Information] or visit our website at [Website URL].

Thank you for your attention to this matter. We appreciate your cooperation as we work to ensure accurate billing for our valued customers.

Sincerely,

[Your Name]

[Your Title]

[Municipality Name]

[Contact Information]