

Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally appeal the recent meter reading for my account, [Your Account Number], which was recorded on [Date of Meter Reading].

Upon reviewing the details of my billing statement, I noticed a significant discrepancy that I believe warrants an adjustment. [Briefly explain the reasons for your appeal, such as comparative past usage, malfunctioning meter, etc.].

In light of this situation, I kindly request a thorough review of the meter reading and an adjustment to my bill if applicable. I have attached all relevant documents for your consideration.

Thank you for your prompt attention to this matter. I look forward to your response and a resolution to this issue.

Sincerely,

[Your Name]