

Complaint Regarding Meter Reading Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally complain about an error in the recent meter reading for my account ([Account Number]). It has come to my attention that the reading reported for [Insert Month/Year] is incorrect.

Upon reviewing my records, I found that the reading reported does not match the actual usage during that period. The discrepancy of [Insert Discrepancy Amount] is concerning and affects the billing amount due.

I kindly request a prompt investigation into this matter and a correction of the meter reading. Please let me know how you plan to resolve this issue, and feel free to contact me at your earliest convenience.

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

Sincerely,

[Your Name]