Letter of Demand

Date: [Insert Date]

To,

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Demand for Accurate Meter Reading Assessment

Dear [Recipient's Name],

I am writing to formally request a thorough assessment of the recent meter readings for my account (Account Number: [Your Account Number]) associated with the service address [Your Service Address].

It has come to my attention that the last few billing cycles have reflected inconsistencies in the meter readings, resulting in charges that do not accurately represent my consumption. As a responsible customer, I believe it is my right to request an accurate assessment of the meter readings.

I kindly ask that your team conduct an investigation into this matter and provide me with a detailed explanation of the readings, along with any necessary adjustments to my account.

Please respond to this request within [insert timeframe, e.g., 14 days] to ensure this issue is resolved promptly.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]