

Letter of Explanation for Incorrect Meter Reading

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Customer Service Manager],

I am writing to formally address an issue regarding my recent meter reading for account number [Insert Account Number]. On [Insert Date of Meter Reading], I received a bill which reflects a meter reading of [Insert Incorrect Reading]. I believe this reading is incorrect due to [briefly explain reason, e.g., "a discrepancy in the previous reading" or "an estimated reading rather than an actual reading"].

To clarify, the reading on [Insert Date] was actually [Insert Correct Reading], which is supported by the attached documentation [attach any relevant documents, if applicable]. I kindly request that you review this matter and adjust my bill accordingly.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]