

Follow-Up on Meter Reading Discrepancy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company's Name]

[Utility Company's Address]

[City, State, Zip Code]

Dear [Utility Company's Customer Service Team],

I hope this message finds you well. I am writing to follow up on my previous inquiry regarding a discrepancy in my recent meter reading that was sent to me on [Insert Previous Date]. After reviewing my recent bill, I noticed that the meter reading appears to differ from my own records. Specifically, the reading stated on the bill was [Insert Incorrect Reading], while my reading was [Insert Your Reading].

For reference, my account number is [Insert Account Number]. I would appreciate it if you could review this matter and provide clarification on the discrepancy as soon as possible.

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

Sincerely,

[Your Name]