

Letter of Inquiry

To: [Utility Company Name]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

Subject: Inquiry Regarding Erroneous Meter Reading

Dear Customer Service,

I am writing to formally inquire about an unusually high meter reading on my recent utility bill dated [Bill Date]. My account number is [Account Number]. Upon reviewing my billing statement, I noticed that the meter reading for the period of [Billing Period] indicates a usage of [Usage Amount], which appears to be inconsistent with my typical consumption patterns.

Could you please provide clarification regarding this reading? Additionally, I would appreciate it if you could send someone to verify the meter at your earliest convenience. I believe there may have been an error.

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

Sincerely,

[Your Name]