

Debt Clarification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service/Specific Contact],

I am writing to formally request clarification regarding my utility bill account #[Your Account Number]. It has come to my attention that there appears to be an outstanding debt that I do not fully understand.

Specifically, I would like to request a detailed breakdown of the charges that have contributed to the current balance, as well as any relevant billing statements for the past [specify the timeframe, e.g., six months]. I would appreciate your prompt response so I can address any discrepancies in a timely manner.

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

Sincerely,

[Your Name]