

# Billing Error Dispute Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Billing Error Dispute for Account #[Your Account Number]

Dear [Utility Company Customer Service],

I am writing to formally dispute an error in my recent utility bill dated [Bill Date]. After reviewing the statement, I noticed discrepancies that do not reflect my actual usage.

Specifically, I was charged for [describe the error, e.g., an unusually high amount of electricity usage] which does not align with my previous bills or expected usage. Attached are copies of my past bills and any relevant documentation for your review.

I would appreciate it if you could investigate this matter and provide me with an explanation. I kindly ask for a correction to my bill to reflect the accurate amount due.

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

Sincerely,

[Your Name]