

Erroneous Utility Bill Notification

Date: [Insert Date]

To: [Utility Company's Name]

Attention: Customer Service Department

Account Number: [Insert Account Number]

Dear [Utility Company],

I am writing to bring to your attention an issue with my recent utility bill dated [Insert Bill Date]. Upon reviewing the charges, I have identified discrepancies that I believe require correction.

The bill reflects a total amount of [Insert Amount], which seems inconsistent with my historical usage and payments. Specifically, the charges for [Insert Specific Charges or Services] appear to be erroneous.

I kindly request a detailed review of my account and an explanation of these charges. If this is indeed an error, I would appreciate the issuance of an updated bill.

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

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]