

Utility Bill Adjustment Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally appeal an adjustment to my utility bill for the period of [Insert Bill Period]. My account number is [Insert Account Number]. Upon reviewing my bill, I noticed a discrepancy that I believe warrants further investigation.

Specifically, I believe the charges for [Insert Specific Charges or Services] are inaccurate due to [Insert Reason for Dispute]. I have attached copies of [Insert Any Supporting Documents] for your reference.

I kindly request that you review my account and consider adjusting the bill accordingly. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]