

Utility Bill Discrepancy

From:

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date: [Insert Date]

To:

Customer Service
[Utility Company Name]
[Utility Company Address]
City, State, ZIP Code

Subject: Discrepancy in Utility Bill for Account #[Your Account Number]

Dear Customer Service,

I am writing to bring to your attention a discrepancy in my recent utility bill for the period of [Insert Billing Period]. My account number is [Your Account Number].

Upon reviewing the bill, I noticed that the total amount due is significantly higher than my previous bills, and I believe there may have been an error in the billing process. The bill shows a usage of [Insert Usage Amount] units, while my average usage has been around [Insert Average Usage] units.

Please investigate this matter and provide clarification regarding the charges. I would appreciate your prompt attention to this issue and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]