

Utility Billing Error Explanation 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],

I am writing to formally request an explanation regarding a potential error in my recent utility bill dated [Bill Date]. My account number is [Account Number]. Upon reviewing the bill, I noticed the following discrepancies:

- Item 1: [Description of the error]
- Item 2: [Description of the error]
- Item 3: [Description of the error]

I would appreciate it if you could provide clarification on these issues at your earliest convenience. If there is any documentation or further information required from my side, please let me know.

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

Sincerely,

[Your Name]