

Request for Explanation on Unusual Water Usage

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Water Utility Company Name
Company Address
City, State, Zip Code

Dear [Utility Company Representative/Customer Service],

I am writing to bring to your attention an unusual spike in my water usage recorded in my latest bill for the period of [insert date range]. My account number is [insert account number].

According to the statement, my usage has increased to [insert unusual amount] gallons, which is significantly higher than my average monthly usage of [insert average amount] gallons. I kindly request an explanation regarding this sudden increase.

If necessary, I would appreciate any assistance in checking for possible leaks or issues with the water meter that might have contributed to this discrepancy.

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

Sincerely,
[Your Name]