

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request an adjustment to my utility bill for the account number [Your Account Number]. I have carefully reviewed my recent bills and noticed discrepancies that I believe warrant further investigation.

Specifically, I noticed that [briefly explain the issue, e.g., unusually high usage, billing errors, etc.]. I have attached copies of my previous bills to support my request for an adjustment.

I kindly ask that you review my account and provide a revised bill at your earliest convenience. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]