

Utility Bill Discrepancy Alert

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Account Number: [Insert Account Number]

Dear [Customer Name],

We are reaching out to notify you of a discrepancy found in your recent utility bill for the period of [Insert Billing Period]. Our records indicate an unexpected amount of [Insert Discrepancy Amount], which does not align with your typical billing history.

To assist you better, we kindly ask you to review the attached bill and contact our customer service team at [Insert Contact Information] by [Insert Response Deadline]. Your timely response will help us resolve this issue promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]