

# Utility Bill Overcharge Explanation

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Your Account Number]

Dear [Utility Company Customer Service],

I am writing to formally address a concern regarding my recent utility bill dated [Insert Bill Date]. Upon reviewing the charges, I noticed an overcharge compared to my usual billing amounts.

Specifically, I observed that the total amount due is [Insert Overcharged Amount], which is significantly higher than my average bill of [Insert Average Amount]. I believe this discrepancy may be due to [Briefly explain potential reasons for the charge, e.g., estimation error, incorrect meter reading, etc.].

I kindly request that you review my account and provide clarification regarding this overcharge. I would appreciate any assistance you can offer in rectifying this matter.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]