

Utility Bill Payment Adjustment Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear Customer Service,

I am writing to request an adjustment to my recent utility bill dated [Insert Date of Bill]. My account number is [Insert Account Number].

Upon reviewing my bill, I noticed that there were discrepancies that may have resulted in an overcharge. Specifically, [briefly describe the issue, e.g., "the meter reading appears to be higher than expected"].

I would appreciate it if you could review my account and provide an adjustment as necessary. Enclosed are copies of [insert relevant documents, e.g., previous bills, photos of meter readings].

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]