

# Utility Bill Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a refund for an overpayment on my utility bill for the billing period of [Insert Billing Period]. My account number is [Insert Account Number].

Upon reviewing my recent utility statements, I noticed an overcharge of [Insert Amount]. I have attached copies of the relevant bills and payment confirmations for your reference.

According to my records, I have consistently paid my bills on time and believe this overpayment warrants a refund. I kindly ask that you review my account and process the necessary adjustments at your earliest convenience.

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

Sincerely,

[Your Name]