

Utility Bill Usage Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to seek clarification regarding my recent utility bill dated [Insert Bill Date] for Account Number: [Insert Account Number].

Although I have reviewed the bill, I find discrepancies in the usage stated compared to previous months. The bill indicates a usage of [Insert Current Usage] kWh, whereas my average usage has been [Insert Average Usage] kWh. I would appreciate it if you could provide a detailed breakdown of the usage and any changes in rates or billing procedures that may have led to this increase.

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

Sincerely,

[Your Name]