

Security Deposit Claim for Utilities Overcharges

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Security Deposit Claim for Utilities Overcharges

Dear [Utility Company Manager's Name],

I hope this letter finds you well. I am writing to formally submit a claim for the refund of my security deposit due to overcharges on my utility bills during my tenancy at [Your Previous Address] from [Start Date] to [End Date].

According to my records, I have been charged an amount that exceeds the agreed-upon rates outlined in my lease agreement. After reviewing my statements, I have identified discrepancies that require rectification.

Details of Claim:

- **Account Number:** [Your Account Number]
- **Total Overcharged Amount:** [Total Overcharge Amount]
- **Periods of Overcharges:** [List of Dates/Months]

I kindly request that you review my account and process the refund of the security deposit as well as any overcharges incurred. Enclosed are copies of my utility bills and lease agreement for your reference.

Please respond to this letter within [Number of Days] days of receipt to confirm the status of my claim.

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

Sincerely,

[Your Name]