

Billing Discrepancy Challenge Letter

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]

Subject: Challenge of Billing Discrepancies

Dear [Utility Company Customer Service/Specific Name],

I am writing to formally challenge the discrepancies I have noted on my recent utility bill (# [Insert Bill Number]) dated [Insert Bill Date]. Upon reviewing my bill, I have observed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Continue with any additional discrepancies]

I believe this may be due to [explain reason if known, e.g., a meter reading error]. I kindly request a thorough investigation into these charges and a prompt resolution to rectify the discrepancies. Enclosed are copies of my relevant data and supporting documents for your review.

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

Sincerely,

[Your Name]