

Utility Charges Clarification Request

To: [Utility Company Name]

Date: [Insert Date]

Customer Account Number: [Insert Account Number]

Dear [Customer Service Department/Specific Contact Name],

I hope this message finds you well. I am writing to seek clarification regarding the utility charges reflected in my latest bill dated [Insert Date of Bill]. Upon reviewing the statement, I noticed some discrepancies that I would like to discuss further.

Specifically, I am concerned about the following charges:

- [Charge 1: Description and Amount]
- [Charge 2: Description and Amount]
- [Charge 3: Description and Amount]

Could you please provide a detailed breakdown of these charges? Additionally, I would appreciate any documentation or reference to the policy regarding these fees.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]