

# Letter of Complaint regarding Inaccurate Utility Charges

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 Manager's Name or "To Whom It May Concern"],

I am writing to formally complain about the inaccurate charges on my utility bill for the month of [insert month and year]. My account number is [insert account number].

Upon reviewing my bill, I noticed that the charges do not align with my usage, particularly regarding [specific issue, e.g., unusually high usage, incorrect meter readings, etc.]. I have documented my monthly usage over the past several months, and I believe there has been an error in the calculations.

I kindly request that you review my account and provide a detailed explanation of the charges. Additionally, I would appreciate any adjustments necessary to correct these inaccuracies.

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

Sincerely,

[Your Name]