

Letter of Demand for Resolution of Incorrect Utility Billing

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company's Name]

[Utility Company's Address]

[City, State, Zip Code]

Subject: Demand for Resolution of Incorrect Utility Billing

Dear [Utility Company's Customer Service Manager],

I am writing to formally address a discrepancy I have found in my recent utility bill dated [Insert Date]. My account number is [Account Number]. Upon reviewing the bill, I noticed that the charged amount of [Incorrect Amount] is inconsistent with my typical usage and previous billing statements.

According to my records, my average monthly usage is approximately [Average Usage], and the recent bill shows an increase that I cannot account for. I kindly request a thorough review of my account and billing history in order to rectify this error.

To resolve this matter promptly, I would appreciate a detailed breakdown of my charges for the disputed month, along with a corrected bill reflecting the actual usage. Please respond to this letter within [Specify Time Frame, e.g., 14 days] so we can resolve this issue amicably.

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

Sincerely,

[Your Name]