

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Utility Company Name  
Customer Service Department  
Company Address  
City, State, Zip Code

Subject: Formal Appeal Against Erroneous Utility Bill

Dear Customer Service Manager,

I am writing to formally appeal the utility bill I received for the billing period of [Start Date] to [End Date], account number [Your Account Number]. The amount billed, [Bill Amount], appears to be erroneous due to [brief explanation of issue].

I believe that the correct amount should be [Your Estimated Amount] based on [reasoning or evidence]. I have attached relevant documents to support my claim.

Upon receiving the bill, I attempted to resolve this issue by [any previous actions taken, like calling customer service]. However, my concerns have not been addressed satisfactorily.

I kindly request a thorough review of my account and a correction to the billed amount. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,  
[Your Name]