

Inquiry Regarding Unexpected Utility Fees

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Utility Company Name
Utility Company Address
City, State, Zip Code

Dear [Utility Company Name or Customer Service Department],

I am writing to inquire about the unexpected charges that appeared on my recent utility bill dated [insert date of bill]. My account number is [insert account number]. Upon reviewing the bill, I noticed an increase in fees that I did not anticipate.

I would appreciate it if you could provide a detailed explanation of these additional charges, including any changes in rates or fees that occurred during this billing period. Understanding the basis for these charges is important to me, as it will help me manage my utility expenses effectively.

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

Sincerely,
[Your Name]