

# Notice of Dispute Regarding Utility Charges

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Your Account Number]

Dear [Utility Company],

I am writing to formally dispute the utility charges on my most recent bill dated [Insert Bill Date]. I have noticed an inconsistency that I believe requires further investigation.

Specifically, I would like to contest the following charges:

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

According to my records, I believe these charges are inaccurate due to [briefly explain your reason]. I kindly request a detailed breakdown of these charges and any supporting documentation you may have.

Please consider this letter as a formal request for a review of my account. I would appreciate a prompt response to this matter so we can resolve it efficiently.

Thank you for your attention to this issue. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip]

[Your Phone Number]

[Your Email Address]