

# Request for Correction of Utility Billing Errors

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service Representative,

I am writing to formally request a correction to my utility bill for the period of [insert billing period]. After reviewing my latest bill dated [insert bill date], I believe there are errors that need to be addressed.

Specifically, I have noticed the following discrepancies:

- [Describe the first error]
- [Describe the second error]
- [Any additional errors]

I kindly ask you to look into these issues and provide me with a corrected bill reflecting the accurate charges. I have attached copies of my previous bills and any relevant documentation for your reference.

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

Sincerely,

[Your Name]