

Utility Bill Dispute

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Date]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Subject: Dispute of Utility Bill for Account #[Your Account Number]

Dear Customer Service Representative,

I am writing to formally dispute my utility bill for the period of [Billing Period], with the account number #[Your Account Number]. I believe there are inaccuracies in the charges that require immediate attention.

Details of the dispute:

- Disputed Amount: \$[Disputed Amount]
- Reason for Dispute: [Describe the reason, e.g., unexpected high usage, meter reading error, etc.]
- Supporting Documents: [List any documents you are including, e.g., previous bills, readings]

I kindly request a review of my account and an explanation of the charges. Please provide me with a corrected bill or a detailed account statement clarifying the disputed amount.

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

Sincerely,

[Your Name]