

Utility Bill Dispute Resolution Request

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date: [Insert Date]

Customer Service Department

Utility Company Name

Utility Company Address

City, State, ZIP Code

Subject: Request for Dispute Resolution on Utility Bill

Dear Customer Service Team,

I am writing to formally dispute the most recent utility bill I received, dated [Insert Bill Date], with account number [Insert Account Number]. I believe there is an error in the billing amount of [Insert Amount], which does not accurately reflect my usage during the billing period.

Upon reviewing my account and comparing previous bills, I noticed discrepancies that warrant further investigation. I request a detailed breakdown of the charges and an explanation for the differences observed.

For reference, please find attached copies of my previous utility bills and any relevant supporting documents.

I appreciate your prompt attention to this matter and look forward to your response within [Insert Time Frame, e.g., 30 days]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]