

# Utility Billing Dispute

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

## **Subject: Dispute of Utility Disconnection**

Dear [Utility Company Name/Representative],

I am writing to formally dispute the recent disconnection of my utility service for account number [Your Account Number]. It has come to my attention that my account was disconnected on [Disconnection Date] due to an alleged outstanding balance of [Amount].

However, I would like to bring to your attention that I have made all of my payments on time. Additionally, the last payment made was on [Date of Last Payment], which I believe should cover my account up to [Period Covered by Payment].

I kindly request that you review my account and provide a detailed billing statement for the disputed period. If there is any error or oversight, please reconnect my service promptly as my household relies on it for essential needs.

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

Sincerely,

[Your Name]