

Letter of Appeal for Disputed Charges

Date: [Insert Date]

To,
Customer Service Department
[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Subject: Appeal for Disputed Utility Charges - Account Number: [Insert Account Number]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally dispute the charges reflected on my latest utility bill dated [Insert Bill Date]. Upon reviewing the statement, I noticed an unusually high charge of [Insert Amount] corresponding to my account number [Insert Account Number].

After analyzing my previous bills and my usual consumption patterns, I believe that this amount is inaccurate. I have always made sure to pay my monthly dues on time and have maintained consistent usage. Enclosed with this letter are copies of my previous utility bills and any additional documentation that supports my claim.

I kindly request that you review this matter thoroughly. I would appreciate any insight or explanation regarding the charges and would be grateful if any corrections could be made to my account as necessary.

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

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]