

Resolution Request for Utility Meter Error

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Contact Name/Customer Service],

I am writing to formally request a review and resolution of an error concerning my utility meter.

Account Number: [Your Account Number]

Service Address: [Your Service Address]

Meter Number: [Your Meter Number]

I have recently noticed discrepancies in my utility bills that suggest an error in the meter readings. Specifically, my bills for [Month/Year] indicated an unusually high usage compared to previous months. I believe this may be due to a malfunctioning meter.

Please investigate this issue at your earliest convenience. I would appreciate any steps you can take to rectify this situation and provide an accurate bill based on correct meter readings.

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

Sincerely,

[Your Name]

[Your Email Address]

[Your Phone Number]